

Information Management

Preparing and Managing Correspondence

**Headquarters
Department of the Army
Washington, DC
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Unclassified

SUMMARY of CHANGE

AR 25-50

Preparing and Managing Correspondence

This revision--

- o Retains three forms of correspondence for Army use; a letter, a memorandum, and, until 1 January 1989, the DA Form 2496 (Disposition Form).
- o Adds, in place of the Disposition Form (DF), an informal memorandum.
- o Specifies that when existing stock of DA Form 2496 (DF) is exhausted the form will not be replenished. However, local reproduction and use of the DF is authorized until the effective date of this revision, but not to exceed 1 January 1989.
- o Places the references in the first paragraph of correspondence.
- o Incorporates punctuation changes as prescribed by the U. S. Government Printing Office Style Manual. For example, the abbreviated form of District of Columbia is now DC (without periods), and the points of the compass are NW., NE., SW., and SE.
- o Makes several changes to the format of memorandums.

Effective 21 December 1988

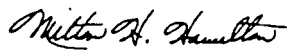
Information Management

Preparing and Managing Correspondence

By Order of the Secretary of the Army:

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Chief of Staff

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History. This UPDATE printing publishes a revision of this publication. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation on the preparation and management of Army correspondence has been revised. This revision establishes three forms of correspondence authorized for use within the Army: a letter, a memorandum, and, until 1 January 1989, DA

Form 2496(Disposition Form); and supports the Army Effective Writing Program.

Applicability. This regulation applies to all Army personnel, including personnel of the Army National Guard and the U.S. Army Reserve, who manage, prepare, and distribute Army correspondence. During full mobilization, requirements of this regulation, except those imposed by Public Law, are exempt.

Proponent and exception authority.
Not applicable

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. This regulation is not subject to the requirements of AR 11–2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Director of Information Systems for Command, Control, Communications, and Computers (SAIS–PSP), WASH, DC 20310–0107. Each

major Army command will approve supplements for its subordinate elements; Headquarters, Department of the Army will approve all major Army command supplements.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Director of Information Systems for Command, Control, Communications, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Information Systems Command, ATTN: AS–OPS–MR, Fort Huachuca, AZ 85613–5000.

Distribution. Active Army: A, B, C, D; ARNG and USAR: A.

Contents (Listed by paragraph and page number)

Chapter 1

Preparing Correspondence, page 1

Section I

General, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Restrictions to the regulation • 1–5, page 1

Objectives • 1–6, page 1

Section II

General Correspondence Guidance, page 1

Methods of communication • 1–7, page 1

Coordination • 1–8, page 1

Suspense, prompt, and interim replies, and acknowledgement of receipt • 1–9, page 1

Direct communications • 1–10, page 1

Routing through channels • 1–11, page 1

Quality of writing • 1–12, page 2

Rewriting, retyping, and drafts • 1–13, page 2

Review of outgoing correspondence • 1–14, page 2

Prompt signature and release • 1–15, page 2

Short-note replies • 1–16, page 2

DA Form 200 (Transmittal Record) • 1–17, page 2

Form and guide letters • 1–18, page 2

Exclusive For correspondence • 1–19, page 2

Section III

Specific Correspondence Guidance, page 3

Dissemination of command instructions • 1–20, page 3

Abbreviations • 1–21, page 3

Acronyms • 1–22, page 3

Letterhead stationery • 1–23, page 3

Paper • 1–24, page 3

Type styles • 1–25, page 3

Ink color • 1–26, page 3

Using one side of paper • 1–27, page 3

Copies • 1–28, page 3

Classified and special handling correspondence • 1–29, page 3

Identification of writer • 1–30, page 3

Identification of originating office. • 1–31, page 4

Expression of date • 1–32, page 4

Expressing time • 1–33, page 4

Suspense date • 1–34, page 4

Addressing • 1–35, page 4

References • 1–36, page 4

Authority lines • 1–37, page 4

*This regulation supersedes AR 340–15, 12 November 1986 and AR 600–70, 2 June 1986.

Contents—Continued

Complimentary close • 1–38, *page 4*
Signature blocks • 1–39, *page 5*
Postscripts • 1–40, *page 5*
Page and paragraph numbering • 1–41, *page 5*
Correspondence quality control • 1–42, *page 5*
Underlining for emphasis • 1–43, *page 5*
Distribution formulas • 1–44, *page 5*
Identifying and listing enclosures or attachments • 1–45, *page 5*
Nine-digit ZIP Code • 1–46, *page 5*

Section IV

Effective Writing and Correspondence—The New Army Writing Style, page 5

Goal • 1–47, *page 5*
Standards for Army writing • 1–48, *page 5*
Changing the style for effective correspondence • 1–49, *page 5*
Constructing the new style • 1–50, *page 5*
Changing the pattern • 1–51, *page 6*
Achieving the standards • 1–52, *page 6*

Chapter 2

Memorandums—Endorsements and Special Purpose Memorandums, *page 6*

Section I

Memorandums, page 6
General • 2–1, *page 6*
Use • 2–2, *page 6*
General rules • 2–3, *page 6*
Format • 2–4, *page 7*
Number of pages • 2–5, *page 8*

Section II

Endorsements, page 8
General • 2–6, *page 8*
Use • 2–7, *page 8*
Format • 2–8, *page 8*
Same page endorsements • 2–9, *page 9*

Section III

Special Purpose Memorandums, page 9
Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) • 2–10, *page 9*
Memorandum for Record • 2–11, *page 9*

Chapter 3

Disposition Forms and Comments, *page 35*

General • 3–1, *page 35*
Format • 3–2, *page 35*

Chapter 4

Preparing Letters, *page 47*

General • 4–1, *page 47*
Use • 4–2, *page 47*
Type styles • 4–3, *page 48*
Response phrases • 4–4, *page 48*
Abbreviations • 4–5, *page 48*
Appropriate replies and responses • 4–6, *page 48*
General rules • 4–7, *page 48*
Format • 4–8, *page 48*

Chapter 5

Enclosures, Attachments, Tabbing, and Assembling for Military Correspondence, *page 56*

General • 5–1, *page 56*
Enclosures and attachments • 5–2, *page 56*
Tabbing enclosures or attachments • 5–3, *page 57*
Tabbing correspondence packages • 5–4, *page 57*

Assembling • 5–5, *page 57*

Chapter 6

Preparing Department of the Army Official Mail, *page 61*

Section I

General, page 61
Reducing mail cost • 6–1, *page 61*
Existing supplies • 6–2, *page 61*

Section II

Envelope Size, page 61
Size • 6–3, *page 61*
Selection of envelopes • 6–4, *page 61*
Envelopes to avoid • 6–5, *page 61*
Messenger envelopes • 6–6, *page 61*

Section III

Addressing Correspondence and Mail, page 61
Address position • 6–7, *page 61*
Address locations on larger than letter-sized (flat) mail • 6–8, *page 62*
Return address • 6–9, *page 62*
Envelope address • 6–10, *page 62*
Mailing instructions • 6–11, *page 62*
Postage provided • 6–12, *page 62*
Folding and fastening • 6–13, *page 62*
Preparing envelopes for mailing • 6–14, *page 62*
Special military mail • 6–15, *page 62*

Section IV

Addressing—Format and Content, page 62
Addressing • 6–16, *page 62*
Address form • 6–17, *page 62*
Address content • 6–18, *page 62*
"To the Commander of____" • 6–19, *page 64*
Use of the term "Commander" • 6–20, *page 64*

Chapter 7

Authority Lines, Signatures, and Signature Blocks, *page 64*

Section I

Delegation of Authority, page 64
Delegation of signature authority • 7–1, *page 64*
Delegation of authority line • 7–2, *page 64*

Section II

Signatures and Signature Blocks, page 65
Signatures • 7–3, *page 65*
Signature block • 7–4, *page 65*
Personnel on active duty • 7–5, *page 66*
Retired military personnel • 7–6, *page 66*
Army Reserve personnel not on active duty • 7–7, *page 66*
Civilian personnel and contract surgeons • 7–8, *page 66*
Signatures of subordinates • 7–9, *page 66*
Facsimile signature • 7–10, *page 66*
Addressing retired military • 7–11, *page 67*

Chapter 8

Labels and Forms, *page 67*

General • 8–1, *page 67*
Routing and transmittal slips • 8–2, *page 67*
DA Form 209 (Delay, Referral, or Follow-Up Notice) • 8–3, *page 67*
SF 63 (Memorandum of Call) • 8–4, *page 67*
OF 271 (Conversation Record) • 8–5, *page 67*
DA Label 113 (Congressional Cover Sheet) • 8–6, *page 67*
DA Label 115 (Expedite Cover Sheet) • 8–7, *page 67*
DA Label 116 (Signature or Initials Marker) • 8–8, *page 67*

Contents—Continued

DA Form 2445 (Correspondence Control Record) • 8–9, *page 67*

OF 27 (Two-Way Memo) • 8–10, *page 67*

DA Form 200 (Transmittal Record) • 8–11, *page 67*

SF 65 (Messenger Envelopes) • 8–12, *page 67*

Chapter 9

Marking Classified Correspondence, *page 67*

General • 9–1, *page 67*

Responsibility • 9–2, *page 67*

Appendixes

A. References, *page 77*

B. Letterhead Stationery, *page 78*

C. Forms of Address, Salutation, and Complimentary Close,
page 82

D. Model Authority Lines and Signature Blocks, *page 97*

E. Titles and Protocol Sequence, *page 102*

F. Style Practices, *page 105*

G. Preparing NATO Correspondence, *page 110*

Glossary

Index

RESERVED

Chapter 1 Preparing Correspondence

Section I General

1-1. Purpose

This regulation prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army correspondence.

1-2. References

Required and related publications and prescribed forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army will—

(1) Establish policies and procedures for preparing correspondence on behalf of the Secretary of the Army.

(2) Oversee policy of the Army's correspondence on behalf of the Secretary of the Army.

b. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) will develop policy and direction of correspondence management in DA.

c. The Deputy Chief of Staff for Operations and Plans will incorporate effective and efficient Army writing into training policy and will fund any special requirements.

d. The Commanding General, U.S. Army Training and Doctrine Command will establish an Army Writing Office, coordinate implementation of the program in the Army's school system and in the field, arrange consultation when it is needed, and oversee the program.

e. Heads of Headquarters, Department of the Army (HQDA) agencies and commanders of major Army commands (MACOM), installations, activities, and units will supervise and manage the Correspondence Management Program within their agencies or commands.

f. Commanders at all levels will actively support effective and efficient Army writing by working to eliminate poor writing in their commands, and providing training opportunities for all Army writers.

1-5. Restrictions to the regulation

This regulation has been made as complete as possible to avoid the need to issue additional instructions. The correspondence formats outlined in this regulation take precedence over format instructions outlined in other regulations or directives. Therefore, supplements to this regulation will be restricted to instructions that are unique to an agency or command. Guidance found in DA Memo 340-15 must be followed when preparing correspondence for signature by the Director of the Army Staff; Vice Chief of Staff, Army; Chief of Staff, Army; Secretary of the Army; and Secretary of Defense.

1-6. Objectives

The objectives of this regulation are to—

a. Create a standard of excellence for written communication in the Army.

b. Provide clear instructions for the preparation of all correspondence. This should reduce the time needed for training in this area.

c. Reduce the cost of preparing correspondence.

d. Standardize the preparation and distribution of correspondence.

Section II General Correspondence Guidance

1-7. Methods of communication

a. Personal or telephone contact. Whenever possible, conduct official business by personal contact, local telephone, or automatic voice network (AUTOVON), rather than by correspondence or message. When necessary, record data on a Memorandum for Record (MFR) or Optional Form (OF) 271 (Conversation Record). Do not use personal letters for official business. Use the letterhead stationery for formal official written communications.

b. Messages. Use electrically transmitted messages or commercial telephone only when regular or airmail (international addresses only) will not suffice.

c. Memorandum. The memorandum will be used for military purposes only. Do not use the memorandum format for corresponding outside of the Department of Defense, including corresponding with the families of soldiers, civilian Government agencies, or private businesses. See paragraph 2-2 for the proper use of the memorandum.

1-8. Coordination

Coordinate actions by the quickest and most informal method. Use discussions, personal visits, and local telephone or AUTOVON calls instead of correspondence. When practical, coordinate actions during the draft stages to avoid changes of the final copy. Support this coordination with an MFR or OF 271.

1-9. Suspense, prompt, and interim replies, and acknowledgement of receipt

a. Timeliness of replies.

(1) Meet all suspense dates on correspondence.

(2) Reply to nonsuspense correspondence within 15 working days or within the time limit specified by the agency or command, whichever is sooner.

(3) When a reply to nonsuspense correspondence cannot be met within the required time; use DA Form 209 (Delay, Referral or Follow-up Notice) as prescribed in chapter 8. Do not use DA Form 209 to request an extension of a suspense date. Requests for extensions to suspense dates will be submitted by telephone.

(4) Use the DA Form 209 for tracer actions.

b. Acknowledgment of receipt. When an acknowledgment of receipt for unclassified records is required, include a self-addressed DA Form 209 with the outgoing correspondence. Examples of such records are Personnel Qualification Records and Preference Statements.

1-10. Direct communications

a. Send correspondence as directly as possible to the action office concerned. Correspondence addressed to Army Staff agencies may be addressed as prescribed in AR 340-9. Use attention lines as much as possible when addressing correspondence to other DA agencies.

b. When an action or requirement has immediate impact on installations, activities, or personnel issue the action without delay. A brief endorsement may be used to expedite the action. Additional instructions or guidance may be furnished by correspondence or message. This procedure will not be used to issue changes to publications.

1-11. Routing through channels

a. Routing action correspondence. Correspondence will be routed through commands, agencies, or offices expected to exercise control, to take action, or to be concerned.

b. Bypassing intermediate headquarters. Correspondence will not be routed through a headquarters that has no interest or concern in the matter or action. However, a copy of the communication and the referral action will be sent to the command, agency, or office that was bypassed. Routine correspondence may bypass intermediate headquarters when—

(1) It is apparent that the intermediate headquarters is not concerned.

(2) No action is required.

(3) No controls need to be exercised.

c. *Routing directly to the addressee.* When there is not enough time to route a communication through channels and still meet a suspense date, send it directly to the addressee. This is an exception to *a* above. At the same time, send a copy of the communication and referral action to the organizations that were bypassed.

d. *Command channels.* Route correspondence containing policy matters, command decisions or official recommendations through command channels.

e. *Using technical channels.* Use technical channels to route correspondence that deals with technical matters. This includes technical reports, instructions, or requests for information that do not involve command matters. Before using technical channels, ensure that the action is not one that should be sent through command channels. Do not use FOR THE COMMANDER on the authority line of technical channel correspondence.

f. *Using intelligence channels.* Use intelligence channels for informational military intelligence correspondence.

1-12. Quality of writing

Department of the Army writing will be clear, concise and effective. Army correspondence must aid effective and efficient communication and decision making. Effective and efficient writing is writing that can be understood in a single rapid reading and is generally free of errors in grammar, mechanics, and usage. Refer to paragraphs 1-47 through 1-52, and appendix F of this regulation, and DA PAM 600-67 for more information on effective and efficient Army writing. The standards contained in these references are the mandated Army style, they are not suggestions.

1-13. Rewriting, retyping, and drafts

a. *Correspondence and mission accomplishment.* Correspondence is a tool to help the Army accomplish its mission. A reasonable level of good grammar and mechanics; and organizational and editing skills, will help the Army accomplish its mission. Message clarity and efficient mission accomplishment are the most important aspects of correspondence.

b. *Rewriting.* Excessive revisions to create a "perfect" product are a waste of time. Remember, correspondence is not a goal in itself. The objectives of good correspondence are clarity and brevity. Do not rewrite internal DA correspondence unless it is clearly inadequate for the intended purpose. Do not rewrite to correct minor errors in format, arrangement, and phraseology unless the correspondence is going outside DA or to the general public. When rewriting correspondence that was originally prepared in another office, furnish the office of origin a copy of the revision.

c. *Retyping.* Do not retype DA correspondence to correct typographical errors, word omissions, or other minor errors. Make these corrections neatly and legibly in ink, and correct the copies at the same time. Retype correspondence only when pen-and-ink changes are not allowed, or when those changes are so numerous that the end result looks sloppy, or when the correspondence is going outside the DA.

d. *Drafts.* When correspondence must be prepared for the approval or concurrence of another office, submit it in draft form (unless it is known that it will not be changed). The approving or reviewing official will sign and return the draft. Prepare the final correspondence for signature and attach the draft to the record copy.

1-14. Review of outgoing correspondence

Keep the number of times outgoing correspondence is reviewed to a minimum. Normally, only one review will be made for grammar, mechanics, and format; and one review will be made for content. When possible, make the two reviews at the same time. The senior secretary or administrative officer of an organization should provide

a final review of all the correspondence prepared for the signature of the supervising official.

1-15. Prompt signature and release

Officials authorized to sign communications, should—

a. Arrange to sign communications at intervals throughout the day. This will increase your chances of having the communications sent out on the same day and avoid the peakload operations in the distribution center or mailroom at the end of the day.

b. Ensure that important communications signed after the last scheduled messenger pickup are delivered to the distribution center or mailroom before the close of business to avoid a delay in dispatch.

1-16. Short-note replies

For short-note replies use the endorsement, comment (until 1 Jan 89), or OF 41 (Routing and Transmittal Slip). Separate or distinct formats are no longer authorized for short-note replies.

1-17. DA Form 200 (Transmittal Record)

a. Use the transmittal record when providing an addressee information that is not contained in the document being sent.

b. Do not use the transmittal record—

(1) To transmit pamphlets, instruction booklets, or other publications that are self-explanatory.

(2) To forward a form or report when its design provides for inserting the addressee, originator, and a submission date.

1-18. Form and guide letters

The term "form or guide letter" is a generic term and encompasses memorandums, disposition forms (DFs), endorsements and letters. (See DA Pam 340-1.) Form and guide letters save time and money and often provide a higher level of quality than composed letters.

a. *Economy.* The form letter, when designed and used properly, is the most economical of all correspondence media. Once the form letter is developed, reproduced, and stocked, it will save the time and cost involved in dictating, drafting, typing, and reviewing the letter it replaces. As a general rule, a form letter will save time and money when used seven or more times a month. When used less frequently, a form or guide letter may be stored in the computer (word processor) memory and printed as needed. For those form letters with extremely high usages, that is, more than a 10,000 annual requirement, consider having them printed in continuous feed construction.

b. *Appropriateness.* Use a form letter to convey information about impersonal or routine matters. Do not use it when conveying information that is essentially personal or will bring the recipient grief or keen disappointment. Use a guide letter for any matter of a recurring nature for which a form letter would be inappropriate or uneconomical.

c. *Flexibility.* Form letters that are well designed provide flexibility and can be adapted to serve almost all the needs for which a form letter is economical and appropriate. However, guide letters are more flexible than form letters. Guide letters may be prepared for use as complete letters, as paragraphs to be used alone, or in combination with other paragraphs. When combined, form letters and guide letters provide as much flexibility as composed letters.

1-19. Exclusive For correspondence

a. *Use.* Use *Exclusive For* correspondence for matters of a sensitive or privileged nature. Keep its use to a minimum to avoid delay or action when the named addressee is absent or unavailable to receive and act on the correspondence. Prepare *Exclusive For* correspondence in either the letter or memorandum format.

b. *Addressing.* Address *Exclusive For* correspondence to the name and title of the addressee.

c. *Handling.* When preparing *Exclusive For* correspondence, place it in a sealed envelope. Type and underline the words *Exclusive For* on the envelope. Distribution center and mailroom workers will give addressees this kind of mail unopened.

d. *Personal For correspondence.* The term *Personal For* is not

authorized for use on Army correspondence but is used in certain electronic messages as prescribed in AR 105-31.

Section III Specific Correspondence Guidance

1-20. Dissemination of command instructions

The acronyms ALARACT (all Army activities) and ARSTAF (Army Staff) are used only in electronically transmitted messages. These acronyms assign responsibility for the distribution of instructions. Do not use them in correspondence.

1-21. Abbreviations

a. *Military correspondence.* Use abbreviations authorized in AR 310-50 for military correspondence. Use standard dictionaries for abbreviations not contained in AR 310-50. Abbreviated ranks are authorized for military and personal correspondence. General officers will use their full rank on all correspondence.

b. *Letters.* Use only common abbreviations found in standard dictionaries. Do not use military abbreviations or acronyms in letters addressed to persons outside of the Department of Defense. (See c below.) Soldiers will use their full rank (for example, Lieutenant General, Major General, Captain, Sergeant First Class, and so forth) for letters.

c. *Identifying abbreviations, and brevity codes in correspondence.* Do not abbreviate a word or title in a piece of correspondence unless it is used more than once. Identify the word or title the first time it is used and follow it with the abbreviated form in parentheses. For example, "The aerial mail terminal (AMT) is nearby . . . Your mail is at the AMT," or "The United States Army Training and Doctrine Command (TRADOC) is at Fort Monroe . . . Officials at TRADOC have requested . . ." Scientific or technical abbreviations may be used without identification only in correspondence between activities dealing with the same specialized fields. Do not begin a sentence with an abbreviation or brevity code.

1-22. Acronyms

Use military and civilian acronyms in military writing, if appropriate. Do not, however, use military acronyms when writing to individuals or organizations outside of the Department of Defense. The first time an acronym is used in a document, spell it out and follow it with the acronym in parentheses. The acronym may be used later on in the document without the parentheses and without spelling it out. Example: "The General Services Administration (GSA). . . officials of the GSA. . ." Above all, do not overuse acronyms. Do not begin a sentence with an acronym.

1-23. Letterhead stationery

Letterhead stationery identifies the originating agency and provides the agency's mailing address. The letterhead does not show the organizational structure of the agency, nor should it do so. Therefore, do not make internal office designations part of printed letterhead. Identify internal offices by using the attention line for the office symbol. (See app B.)

1-24. Paper

The standard size of Army is 8½ by 11 inches. Continuing efforts will be made to conserve paper and to minimize the use of high cost premium grade paper by adhering to the following:

a. *Original pages.* Use white letterhead stationery for the first page of all formal memorandums and letters. Use plain white paper for continuing pages. Reserve bond paper for special purposes.

b. *Copies.* Use manifold carbon sets, when available, for all carbon copies.

(1) Use printed, stamped, handwritten, or typed letterhead or machine-made copies when they are to be sent outside the originating agency.

(2) Use tissue sheets only for internal temporary files such as reading and information files. Do not print "file," "file copy," or "record copy" on these sheets. See AR 25-400-2 or DA PAM 25-400-2 for disposition instructions.

(3) Use yellow or white manifold copies or photocopies for record copies if necessary. Type or stamp clearance or coordination ladders only on these sheets.

1-25. Type styles

Use standard pica, courier 10-pitch, or similarly large type styles with a solid imprint (impact, laser, or ink-jet) for correspondence. For specific guidance, see chapter 2 for memorandums and chapter 4 for letters.

1-26. Ink color

Use black or blue ink to sign communications and to stamp dates and signature blocks. Blue ink does not reproduce well. Use only black typewriter ribbons for official communications.

1-27. Using one side of paper

Type on only one side of a sheet of paper. However, correspondence may be reproduced on both sides of the paper.

1-28. Copies

a. *Courtesy copy.* Do not prepare courtesy copies to accompany the original except—

(1) Military correspondence to which a reply is expected.

(2) Letters or other correspondence sent to a Member of Congress or to an official of another agency of the U.S. Government.

b. *Record or file copy.*

(1) Make one record or file copy of correspondence on yellow manifold paper if possible. Use photocopies or white manifold paper for copies when additional comments or endorsements are added on the original correspondence. When using other than yellow manifold paper mark the official record copy "record copy" or "file copy" along the edge of the right margin.

(2) When correspondence is to be signed in another office, attach the record copy to the original correspondence. The signer will sign the original, write his or her last name above the signature block on the record copy, date it, and return it to the originator.

(3) When using a form letter to reply to someone do not add any extra information to it, and do not make a record copy. When a reply is received, annotate it by identifying the form letter that was used and the date it was dispatched.

c. *Information copies.* Information copies serve the same basic purpose as copies furnished, but are never listed on correspondence as information copies. Information copies will not be prepared to accompany original correspondence.

d. *Reading file copies.* When keeping reading files, maintain them regularly. See AR 25-400-2 or DA PAM 25-400-2 for disposition instructions.

e. *Copies furnished.* Use "copies furnished" to keep other than the prime addressee informed of an action.

1-29. Classified and special handling correspondence

a. *General.* Information that requires protection against unauthorized disclosure in the interest of national security shall be classified. Correspondence containing classified information will be safeguarded as prescribed in AR 380-5. The contents of a classified communication will be revealed only to individuals who have the appropriate security clearance and whose official duties require such information.

b. *Marking classified correspondence.* See chapter 9 and DOD 5200.1-PH for detailed instructions on marking and downgrading instructions.

c. *Use of FOR OFFICIAL USE ONLY (FOUO) marking.* See AR 340-17 for the proper use and marking of FOUO material.

1-30. Identification of writer

When writing any type of correspondence, the writer will be identified by military rank or civilian prefix, last name, and telephone number. When it serves a useful purpose, use this sequence for the identification of the writer or point of contact (POC) in the last paragraph. If necessary, add an address here as well. When writing to someone at another military installation, add the writer's (or

POC's) AUTOVON number. When the AUTOVON number is not used, list the Area Code with the commercial telephone number.

1-31. Identification of originating office.

Office symbols are used to identify the office of origin for military correspondence and electrically transmitted messages within the DA. Use the office symbol when addressing or replying to military correspondence. (The terms "reference symbol" and "office symbol" used in this regulation are interchangeable and synonymous.)

1-32. Expression of date

a. Dates on military correspondence. Except for letters, express dates on military correspondence in only these two ways: 1 January 1988 or 1 Jan 88.

b. Dates on letters. Express dates on letters only in this way: January 1, 1988. Do not use date stamps on letters.

c. Digital dates. To avoid confusion, use only digital dates (such as 01/01/88 or 010188 or 010188) for automatic data processing applications.

d. Do not separate a date. Do not separate any of the three date elements (day, month, and year) from each other. Keep a date complete on one line.

1-33. Expressing time

Military time will be expressed in a group of four digits, ranging from 0001 to 2400, based on the 24-hour clock system. The first two digits represent the hour after midnight and the last two digits represent the minutes. For example, 1:37 p.m. civil time is expressed as 1337 military time. Use civil time in letters. The word "hours" will not be used in conjunction with military time.

1-34. Suspense date

a. Use a suspense date on military correspondence when a reply is required by a certain date. Do not impose a suspense date unless there is a compelling reason. (See figs 2-1 and 2-16.)

b. Consider the following time factors in setting a suspense date on correspondence:

- (1) Number of days required to transmit the communications.
- (2) Number of days needed to complete the action.
- (3) Number of days required to transmit the reply.

1-35. Addressing

Address correspondence and envelopes as prescribed in AR 340-5, AR 340-9, AR 340-25, and chapter 6 of this regulation.

1-36. References

List reference publications in the first paragraph of the correspondence. Send as enclosures copies of references that the addressee cannot get. When using references, do not use wording such as "reference is made to." List and number references in the order they appear in the correspondence. Include the following information as a minimum:

a. Publications. When listing publications include the number, date, and title. For example: AR 340-15, 12 Nov 86, Preparing and Managing Correspondence; AMC Suppl 1, 23 Aug 87 to AR 340-9, 12 Aug 85, Office Symbols.

b. Messages. See d(6) below.

c. Correspondence. When referencing correspondence, include the type of correspondence (that is, letter, DF, memorandum), the organization of origin, its reference symbol, the date, and the subject of the correspondence. For example: "Refer to my 20 Sep 87 letter to HQ TRADOC, ATPL1-TD-OR with this subject: Training for TRADOC Personnel."

d. Referencing classified or unclassified material. (See chap 9 for portion marking.) Use the following guidelines when referencing unclassified material in a classified document or reference classified material in a classified or unclassified document.

Note. When the reference contains classified information or is required to be placed within a classified document, portion-mark the reference and the subject of the reference with the appropriate classification symbol. See AR 380-5 for guidance.

(1) When referencing a classified document in unclassified correspondence, show the classification of both the referenced material and the subject. For example: Secret message, HQ, TRADOC, ATPL-TD-OR, 201623Z Sep 84, subject: Correspondence Management (U).

(2) When referencing unclassified correspondence in a classified document, show the classification of the referenced material and the subject. For example: Unclass message, HQ, TRADOC, ATPL-TD-OR, 201623Z, Sep 84, subject: Correspondence Management (U).

(3) When referencing a classified document that has a classified subject in classified correspondence, show the classification of both the reference and its subject. For example: (C) Secret message, HQ, TRADOC, ATPL-TD-OR, 201623Z Sep 84, subject: Correspondence Management (C).

(4) When drafting an unclassified document and the subject of the reference(s) is classified, the document must show the classification assigned to the referenced subject. The document then becomes classified to the level of the reference cited and must be marked appropriately. (See chap 9 for proper marking of classified correspondence.)

(5) When drafting an unclassified piece of correspondence that contains a mixture of classified and unclassified references but all subjects are unclassified, show the classification marking for each reference. Here are examples of references:

(a) (U) Secret message, HQ, TRADOC, ATPL-TD-OR, 201623Z Sep 84, subject: Correspondence Management (U).

(b) Unclass memorandum, HQ, TRADOC, ATPL-TD-OR, 20 Sep 84, subject: Correspondence Management (U).

(c) (U) Conf message, HQDA, DAAG-AMS-P, 201624Z Sep 84, subject: Correspondence Management (U).

(6) When preparing messages or when referencing correspondence on messages within messages, see AR 105-31 for guidance.

(7) When drafting unclassified correspondence that contains unclassified references, do not mark it to indicate its unclassified status.

e. Paragraphs of regulations or publications.

(1) When citing a regulation or publication, cite its number and name like this: DA PAM 600-67, Effective Writing for Army Leaders. Cite the date also when this information is necessary.

(2) When referencing a specific paragraph in a regulation or publication, cite the regulation or publication number, name, and the paragraph. For example: DA PAM 600-67, Effective Writing for Army Leaders, paragraph 3-1a.

f. Comments or endorsements. When referencing or citing comments or endorsements, cite the following information:

(1) Comment or endorsement number.

(2) Organization of origin.

(3) Office symbol of the endorsing or commenting office.

(4) Date of the comment or endorsement.

(5) Subject. For example: 3d End, AMC, AMCPE-GA, 29 Mar 84, subj: TDY Expenditure.

g. Telephone conversations or meetings. When referencing telephone conversations or meetings, first cite the communication, then the individuals' headquarters or office of location, the date and the subject, if applicable; for example:

(1) Reference telephone conversation between Mr. Boylan, this office, and Mr. Fox, TRADOC, 23 Jan 85, subj: Office Copiers.

(2) Reference meeting between Mr. Fox, TRADOC, and Mr. Boylan, 23 Jan 88, subj: Office Copiers.

h. Referencing material that has the same subject. The term "Subject as above" or the acronym "SAB" may be used in lieu of stating the subject. This does not apply to letters.

1-37. Authority lines

Chapter 7 explains in detail the composition and proper use of authority lines.

1-38. Complimentary close

Chapter 4 explains in detail the composition and proper use of complimentary close.

1-39. Signature blocks

Chapter 7 explains in detail the composition and proper use of signature blocks for military and civilian personnel.

1-40. Postscripts

A postscript (P.S.) is an informal technique to add an afterthought to a communication; do not use in official correspondence.

1-41. Page and paragraph numbering

See chapters 2 and 3 for exact guidance on paragraph and page numbering and placement of page number.

1-42. Correspondence quality control

Commanders or agency heads should develop a correspondence quality control program for their organization. Include correspondence spot checks to ensure that writing quality is maintained at an acceptable level.

1-43. Underlining for emphasis

Use underlining sparingly for emphasis. Underline only to emphasize a specific or important fact. Overuse of underlining for emphasis (like overuse of the exclamation point) defeats its own purpose. In general, substitute more specific or forceful words to gain emphasis.

1-44. Distribution formulas

Develop a distribution formula that is easy to understand and use. Ensure that it is a fast and cost-effective way to distribute information to a great number of addresses.

1-45. Identifying and listing enclosures or attachments

Number and attach all enclosures and attachments in the same order in which they appear or are discussed in the body of the correspondence. Place the identification of each enclosure or attachment in the lower right corner of the first page, in pencil, before making copies of them. Specifying enclosures in the text is preferred over listing them separately. The use of "as" or "as stated" is not necessary in all cases. See paragraph 5-2 for proper listing of enclosures. The term "attachments" is not appropriate for use in memorandums.

1-46. Nine-digit ZIP Code

Use the nine-digit ZIP Code on all return envelope addresses and on all "TO" addresses. See appendix B for guidance on using the nine-digit ZIP Code on letterhead stationery and envelopes.

Section IV Effective Writing and Correspondence—The New Army Writing Style

1-47. Goal

a. The goal of all Army correspondence is effective communication. Information overload and the complexity of the modern Army mandate changes in writing correspondence.

b. To make these changes, the Army has set new standards for all Army writings, including correspondence. These new standards are the mandated Army style, and are not suggestions.

1-48. Standards for Army writing

a. Effective Army writing transmits a clear message in a single, rapid reading, and is generally free of errors in grammar, mechanics, and usage.

b. Good Army writing is concise, organized, and right to the point.

1-49. Changing the style for effective correspondence

a. *Two major changes.* Meeting the new standards for correspondence requires two essential changes: putting the main point at the beginning and using the active voice.

b. *Begin with the main point.* Put the "bottom line" up front. Begin with the purpose for writing. The strongest correspondence highlights the important information at the beginning.

(1) *EXAMPLE 1: Main point hidden.*

(a) This responds to your request for a determination of your eligibility to receive parachute duty pay during the period 26 Aug 88 to 15 Jan 89.

(b) AR—specifically states that "students undergoing training above the entry level while undergoing such training are entitled to pay as may be appropriate."

(c) Specifically, since the course in question is above entry level, you are entitled to parachute duty pay during the period you were undergoing training.

(d) A copy of this letter and your orders assigning you to the training courses should be submitted to your Personnel Servicing Center (PSC) for preparation of appropriate forms.

The correspondence above has many problems—it is wordy, impersonal, and passive—but the major obstacle to effectiveness is that it delays the most important information. Moving the main idea to the first sentence improves communication. Getting rid of unnecessary words and jargon helps, of course, but the "bottom line" up front makes the most difference.

(2) *EXAMPLE 2: Main point up front.*

(a) You are entitled to jump pay for the time you spent in training last year.

(b) To be paid, you will need to fill out the necessary forms at your Personnel Servicing Center (PSC). Take the PSC copies of this letter and the orders assigning you to the course.

c. *Use active writing.*

(1) The active voice emphasizes the doer of the action. Action writing:

(a) Shows who or what does the action in the sentence, or

(b) Puts the doer before the verb.

(2) The standard English sentence order, subject-verb-object, works best. It speeds communication and helps the reader understand the main point.

(3) The active voice creates shorter sentences. Eliminating the passive voice reduces the number of words in a sentence.

(a) *Passive* : The PT test was passed by SGT Hayes (8 words).

(b) *Active* : SGT Hayes passed the PT test (6 words).

(4) The passive voice is easy to recognize. A verb in the passive voice uses any form of *to be* plus the past participle of a main verb (such as am, is, are, was, were, be, being, been), plus a main verb usually ending in *en* or *ed*. For example: were completed, is requested.

1-50. Constructing the new style

a. *General techniques.* Focusing first on the main point changes the basic construction of correspondence and using the active voice changes the basic style of Army writing. These two general steps are the beginning of a new style of writing.

b. *Specific techniques.* Meeting the new standards for correspondence requires more specific techniques, however. Use these additional rules of correspondence construction to improve effectiveness.

(1) Use short words. Try not to use more than 15 percent over two syllables long.

(2) Keep sentences short. The average length of a sentence should be about 15 words.

(3) Write paragraphs which, with few exceptions, are no more than one inch deep.

(4) Avoid jargon.

(5) Use correct spelling, grammar, and punctuation.

(6) Use I, you, and we as subjects of sentences instead of: this office, this headquarters, all individuals, and so forth.

(7) Write one page letters and memorandums for most correspondence.

(8) Avoid sentences that begin with "It is ... There is... or, There are ..."

1-51. Changing the pattern

a. Structure. Besides changing the basic style of correspondence, the new writing standards mean changing the overall structure of correspondence. This larger patterning, or packaging, is not a format. The simplified formats in this regulation are specific ways of structuring particular kinds of correspondence. Packaging, however, applies to all Army writing.

b. Framework. Packaging is the general framework of the new writing style. All formats start with this standard structure and then tailor it to each type of correspondence.

c. Packaging. Structure correspondence for easy quick reading:

(1) First, open with a short, clear purpose sentence.

(2) Next, put the recommendation, conclusion, or more important information as the main point. (These first two steps can be combined in some correspondence.)

(3) Last, clearly separate each section. Use short paragraph headings or section titles.

(a) *EXAMPLE 1: Without packaging.*

1. The purpose of this memorandum is to publish policies and procedures to lessen the administrative burden on the operating forces through a reduction in the need for directives pyramiding.

2. Directives issued by headquarters activities are often worded or phrased in such a manner that other commands are required to issue amplifying directives. This pyramiding effect creates an unnecessary administrative burden on the operating forces.

3. It is the policy of the commander that directives issued by headquarters activities be written in clear language and in sufficient detail and clarity to obviate the necessity for other commands to issue amplifying directives. In the event that amplifying information or implementing directives are required to be issued by other echelons, the headquarters instruction should not be distributed to activities below the level of the reissuing command. When time and circumstances permit, proposed directives within the above context may be coordinated with higher headquarters prior to publishing.

4. Addressees shall ensure that proposed headquarters directives comply with the foregoing policies.

(a) *EXAMPLE 2: Using packaging.*

1. *Purpose.* To reduce the need to supplement directives.

2. *Recommendation.* That the Army follow these policies when preparing directives.

3. *Clarity.* All directives must be so clear and detailed that lower commands do not have to write unnecessary supplements.

4. *Supplementation.* If a lower echelon must create a supplement, do not distribute the directive below the supplementing command.

5. *Coordination.* When time and other circumstances permit, coordinate a proposed directive with higher headquarters.

1-52. Achieving the standards

a. Use the construction rules and the packaging rules outlined in this section to change the overall effectiveness of Army correspondence.

b. Use the new Army writing style established in this regulation and DA PAM 600-67 as the standard for writing correspondence.

Chapter 2 Memorandums—Endorsements and Special Purpose Memorandums

Section I Memorandums

2-1. General

There are two types of memorandums, formal and informal.

2-2. Use

a. Formal memorandums. The formal memorandum will be used for correspondence which will be sent outside the headquarters, the command, the installation, or similar identifiable organizational elements.

b. Informal memorandums. The informal memorandum will be used for correspondence which will be internal to the headquarters, to the command, or similarly identifiable organizational elements.

Note. Refer to DA Memo 340-15 for correspondence originating within the Army Staff or Secretariat Agencies.

2-3. General rules

a. Paper. The standard size is 8½ by 11 inches. Use the standard size paper unless there is a good reason to use a larger size.

b. Original pages.

(1) For formal memorandums use white letterhead stationery for the first page and plain white paper for continuing pages.

(2) The informal memorandum will be typed or printed on plain white paper, do not use letterhead.

c. Copies. Prepare only the number of copies needed. Use manifold carbon sets, when available, for all copies. These are cheaper to use than photo copies. See paragraph 1-28 for more information on courtesy, record, information, and reading file copies.

d. Dates. Write, type, or stamp the day, month, and year on the memorandum.

e. Margins. The standard margin is 1 inch for both the left and right margin.

f. Type styles. Standard pica, courier 10-pitch, or similar large type styles are preferred. However, if 10-pitch type styles are not available, use the type style which is available. Do not use this regulation to justify buying new equipment. If the available typewriter is in 12-pitch, use it until it no longer works.

g. Dot-matrix vs. letter quality print. Letter quality print is generally easier to read than dot-matrix. Use a dot-matrix printer only if it produces easily read copy. Do not use dot-matrix when corresponding outside of the Army; to the Chief of Staff or the Vice Chief of Staff of the Army; or to the Secretary, Assistant Secretaries, or Under Secretaries of the Army.

h. Spacing. See figures 2-1 and 2-2.

i. Number of pages. There is no maximum limit to the number of pages for a memorandum. However, try to limit the number of pages to two. Provide additional information through the use of enclosures or attachments. (See fig 2-3.)

j. Abbreviations. (See para 1-21a.)

(1) *Brevity codes.* Use the brevity codes authorized in AR 310-50. Brevity codes used three or more times will be fully identified the first time used followed by the brevity code in parentheses. Thereafter use only the brevity code. Brevity codes will be used in formal correspondence only when each brevity code used appears three or more times.

(2) *Acronyms.* Spell out uncommon terms the first time they are used. When used in formal correspondence spell out all acronyms the first time they appear. Thereafter use only the acronym.

k. Signature blocks.

(1) Type the signature block of military officials on three lines with the name (in upper case) on the first line; rank and branch of service on the second line; and the title on the third line. If the title requires an extra line, a fourth line is authorized. Indent the beginning of the fourth line two spaces and begin typing on the third space.

(2) Type the signature block of civilian officials on two lines with the name (in upper case) on the first line; and the title on the second line. If the title requires an extra line, a third line is authorized. Indent the beginning of the third line two spaces and begin typing on the third space.

(3) Do not use academic degrees, religious orders, or fraternal orders as part of the signature block.

(4) Do not use (*P*) (meaning that the signer is promotable) after the rank for personal benefit. It may be used if it benefits the Army.

2-4. Format

When writing a memorandum, use the modified block style format. The format has three parts: Heading, Body, and Closing.

a. *Heading.* The heading has six elements:

(1) *Office or reference symbol.* Type the office or reference symbol on the second line below the seal. The symbol names the writer's office. Example: SAIS-PSP. Do not use computer identification codes or word processing codes as part of the office or reference symbol because they mean nothing to the reader. However, these codes may be used on the file copy. Other information may follow the office or reference symbol when needed and if not part of the subject line. Some examples are name of an individual, social security number, rank, primary MOS, contract number, or bill of lading number.

(2) *MARKS number.* Place the MARKS file number in parentheses two spaces following the office or reference symbol. (The action officer adds this when writing the draft. See AR 25-400-2.) Use social security numbers only in official military personnel matters. *Note.* Do not crowd the office or reference symbol line. If the additional information is lengthy, write it on a second line.

(3) *Date.*

(a) Put the date on the same line as the office or reference symbol.

(b) End the date approximately even with the right margin.

(c) Express the date in this order: day, month, year. Day—Express in numerals. Month—Spell out if the year is not abbreviated; abbreviate if the year is abbreviated (January 1988 or Jan 88, but not January 88 or Jan 1988). Year—Express either with two or four digits depending on whether the month is abbreviated or spelled out. The only exception to this rule is if the date stamp uses the abbreviated month and the four-digit year.

(d) The date may be typed or stamped.

Note. Use digital dates (02/07/88, 020788) only when automatic data processing procedures require it. Keep an abbreviated date on one line; do not, for example, end a line with the day and start the next with the month. When the month is spelled out the year and the month may appear on separate lines.

(4) *Suspense date.* Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date when there is no compelling reason. (See paras 1-32 and 1-34.)

(a) *Placement.* Put the suspense date at the right margin on the same line as the *Reply to Attention Of* or one space above the date of the memorandum.

(b) *Setting of suspense date.* Always consider the time factors involved. For example: Transmission time to the reader, time the reader needs to gather the information, transmission time for the return reply.

(c) *Format of the date.* See paragraph 2-4a(3c).

(5) *MEMORANDUM FOR line.* Type MEMORANDUM FOR on the third line below the office symbol. Write to the office that is expected to complete the action. Do not simply address an action to a headquarters if it is known which element of that headquarters will receive the action. Exception: Correspondence to an HQDA Army Staff element. Also, use a person's name only if there is a good reason. If a person's name is used, place it in parentheses after the office symbol.

(a) *Single address memorandums.* Figures 2-4 and 2-5 give examples of memorandums with a single address. Figure 2-4 gives an example for the Army Staff, and figure 2-5 gives one for a major command. When using a single address, MEMORANDUM FOR and the address are on the same line.

(b) *Multiple address memorandums.* See figure 2-6. See figure 2-7 for the Army Staff, and 2-8 for MACOMs. Note that multiple address memorandums means more than one and less than six.

(c) *SEE DISTRIBUTION memorandums.* If a memorandum is sent to more than five readers, use the SEE DISTRIBUTION format (fig 2-9) for the addresses. Type the words SEE DISTRIBUTION one space after the words MEMORANDUM FOR. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type *DISTRIBUTION:* and block the addresses

as shown in figure 2-9. The distribution list may be continued on the second page (fig 2-10), if necessary, type the complete distribution list on a separate page. The envelope for an addressee on a SEE DISTRIBUTION list should show the complete address, otherwise the U.S. Postal Service will not be able to deliver the letter.

(d) *THRU memorandums.* Use a THRU memorandum to let others, who may have a need, know what is being done and to give them the opportunity to comment, especially if their approval or disapproval will have an impact on the action. See figure 2-11 for the format for a single THRU memorandum. Use the format in figure 2-12 when sending the THRU memorandum to more than one reader.

(6) *Subject line.* Type the subject line on the second line below the last line of the address. Use only one subject and write the subject in 10 words or less, if possible. If the subject needs more than 10 words, limit the number of words and use authorized abbreviations. If the subject is more than one line, begin the second line flush with the left margin (see fig 2-13). Regardless of the subject line, make it clear. Type the word *SUBJECT:* in upper case letters (see examples).

b. *Text.*

(1) *Beginning.* Begin the text on the third line below the last subject line.

(a) Open with a short, clear purpose sentence.

(b) Put the recommendation, conclusion, or most important information (the main point) next. (Some writing combines the purpose and the main point.)

(c) Clearly separate each major section. Use paragraphs, headings, or sections.

(d) When required, a point of contact (POC) line will be the last line of the body of the correspondence.

(2) *Spacing.* Single space the text with double spacing between paragraphs and subparagraphs. Single space one-paragraph memorandums. (See fig 2-13.) On occasion, one paragraph correspondence requires subparagraphing: The spacing for subparagraphing is the same as for the basic memorandum.

(3) *Indenting.* Indent subparagraphs four spaces and begin typing on the fifth.

(4) *Numbering paragraphs.*

(a) Do not number a one paragraph memorandum.

(b) If the memorandum has more than one paragraph, number the paragraphs consecutively using Arabic numerals. For example: 1, 2, 3, and so on.

(c) If the paragraphs have subparagraphs, use the lower case letters of the alphabet to identify them. For example:

1.

a.

b.

2.

a.

b.

(d) If the subparagraphs are further divided, use the Arabic numerals in parentheses. For example:

1.

a.

(1)

(2)

b.

(1)

(2)

(e) If a third subdivision is necessary, use lower case letters in parentheses, but do not indent any further.

1.

a.

b.

(1)

(2)

(a)

(b)

(f) Do not subdivide further.

c. *Closing.* Major elements: authority line, signature block, and

enclosure listing. Sub-elements: DISTRIBUTION listing (if needed) and Copies Furnished (CF).

(1) *Authority line.* See chapter 7 and appendix D. Type the authority line at the left margin in upper case letters on the second line below the last line of the text. The authority line is used by individuals properly designated as having the authority to sign for the commander or the head of an office.

(2) *Signature block.* See chapter 7 and appendix D for examples.

(a) *Placement.* Begin the signature block in the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

(b) *Omission.* Omit the signature block if it is not known at the time of writing who will sign. The signature block may be added either by typing or by use of rubber stamp at the time of signature.

(c) *Form.* See paragraph 2-3k.

(3) *Enclosures.* Number and attach enclosures in the same order in which they appear in the memorandum. When there is only one enclosure, do not precede "Encl" with the number "1." Use only "Encl." Begin the enclosure listing on the same line as the signature block. (See chap 5.)

(4) DISTRIBUTION listing (if needed). See figures 2-9 and 2-10.

(5) Copies Furnished (CF). See figures 2-10 and 2-13 through 2-15. Use the copy furnished line to inform others of the subject only if they have a need to know or an interest in the subject. Type CF: on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower.

2-5. Number of pages

The subject determines the number of pages in the memorandum, but try to limit it to two pages. Use enclosures for additional information. If a memorandum is longer than one page, see figure 2-2 and 2-3 and follow these rules:

a. Type the office or reference symbol at the left margin on the eighth line from the top edge of the paper. It is not necessary to repeat the MARKS number or the date on the continuation pages.

b. Type the subject of the memorandum at the left margin on the next line below the office or reference symbol.

c. Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing a memorandum on another page:

(1) Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

(2) Include at least two words on each page of any sentence divided between pages.

(3) Do not hyphenate a word between pages.

(4) Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

d. Center the page number approximately 1 to 1½ inches from the bottom of the page.

Section II Endorsements

2-6. General

This section explains the use and preparation of endorsements. See chapter 1 for guidance concerning paper, original pages and copies; chapter 9 and AR 380-5 for marking classified correspondence.

2-7. Use

An endorsement is a reply or a forwarding statement added to a memorandum. Number endorsements sequentially (1st, 2d, 3d, and so forth). Do not use endorsements for letters or to readers outside of DOD. However, letters may be forwarded as enclosures to memorandums.

2-8. Format

See figures 2-16 through 2-22 and follow these rules:

a. Prepare the endorsement in the modified block-style format.

b. Margins, paragraph numbering, indentations, and subparagraphing for an endorsement are the same as for the memorandum.

c. Type the symbol of the office or action officer preparing the endorsement at the left margin on the eighth line from the top of the page. Two spaces after this, type the office symbol and date of the basic correspondence in parentheses. Space twice and type the MARKS number in parentheses. Type the endorsement number two spaces after the MARKS number.

d. Place the writer's name, initials of the typist, and telephone number of the action officer on the same line as the endorsement number, ending at the right margin. When space is not available to type the entire writer's identification on the same line, it is permissible to break the line after one of the slash (/)marks and continue on the next line below. Begin typing at the left margin.

e. If there is a suspense date, type or stamp it on the sixth line from the top of the page, ending at the right margin. The suspense date may also be placed in the body, preferably in the last paragraph of the correspondence.

f. Type the subject on the first line below the office symbol and endorsement line. If the subject cannot be typed on a single line, begin the second line flush with the left margin.

g. The address of the endorsing office serves as a return address. Type it at the left margin on the second line below the subject. Stamp or type the date of the endorsement three spaces after the ZIP Code of the endorsing office.

h. Type the FOR address beginning on the second line below the address of the endorsing office, starting at the left margin. When endorsements are for a single addressee, use the full address. Addresses may either be in all upper case type or upper and lower case type. Be consistent. Do not mix the two type cases, such as, one address in all upper case type and the second or subsequent addresses in upper and lower case type.

i. Place the authority line, signature block, enclosure listing, information copy, and copy furnished, the same as for the memorandum.

j. Do not type endorsements on the signature page of a multipage memorandum or a multipage preceding endorsement. Use a separate page endorsement.

k. If an entire endorsement (to include signature block, enclosure listing, and so forth) cannot be prepared on the signature page of a one page memorandum, use a separate page endorsement. See figures 2-16 and 2-17.

l. Endorsements may be longer than one page, as shown in figure 2-18.

m. Endorsements are an integral part of the basic memorandum; therefore, number the pages of the memorandum and its endorsement consecutively throughout the entire package. For example, a separate page endorsement to a one-page memorandum would show the endorsement page as number 2. An endorsement to a three-page memorandum would show the endorsement as page number 4. Position the page number in the center of the page 1 to 1½ inches from the bottom.

n. Figure 2-19 is an example of a second endorsement prepared at the MACOM level and addressed to an Army Staff element.

o. Figure 2-20 is an example of a first endorsement prepared at the field level and addressed to a field organization.

p. When an endorsement must be routed through a command, subordinate command, agency, or office to keep the THRU addressee informed or to provide the opportunity to comment or approve, prepare the THRU endorsement as shown in figure 2-21. See figure 2-22 for preparing a multiple THRU endorsement.

2-9. Same page endorsements

a. If there is space at the end of a memorandum or the preceding endorsement to type the entire endorsement (including signature block) on the same page (see fig 2-16), omit the office symbol, MARKS number, date, and subject of the basic memorandum. If

there is not sufficient space, begin the endorsement on a separate page. (See fig 2-17.)

b. Do not type endorsements on the signature (last) page of a multipage memorandum or a multipage preceding endorsement. Use a separate page endorsement.

Section III Special Purpose Memorandums

2-10. Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA)

a. *Uses.* Use an MOU or an MOA to document mutually agreed to statements of—

- (1) Facts.
- (2) Intentions.
- (3) Procedures.
- (4) Limits of future actions either or both will take.
- (5) Present or future coordination.
- (6) Present or future commitments.

Note. Do not substitute an MOA for formal support agreements within one service or between services. However, an MOA may be used to document an agreement before writing a more formal one. (See DOD 4000.19-R.)

b. *Format.* When an MOU or MOA is required, use the format shown in figures 2-23 and 2-24.

(1) *Heading.* Prepare the MOU or MOA on the letterhead stationery of the preparing or requesting agency. This provision may be altered to meet internal or special requirements of the parties involved in the agreement. Center the title *MEMORANDUM OF UNDERSTANDING* or *MEMORANDUM OF AGREEMENT* on the second line below the seal. Type the word *BETWEEN*, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word *BETWEEN*. The requirement for centering may be altered when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.

(2) *Subject.* Type the *SUBJECT*: at the left margin on the second line below the last line of the agreeing agencies' titles.

(3) *Text.* Begin the first line of the *TEXT* at the left margin on the third line below the last line of the subject. The basic text will contain, but is not limited to, the following six categories:

(a) *Purpose.* The paragraph defines or states, in as few words as possible, the purpose of the agreement.

(b) *Problem.* Present a clear, concise statement of the problem, to include the brief background.

(c) *Scope.* Add a succinct statement specifying the area of the agreement.

(d) *Understanding, agreements, support, and resources.* List the understandings, agreements, support and resource needs and responsibilities of and between each of the parties or agencies involved in the agreement.

(e) *Effective date.* Enter the date the agreement will become effective.

(f) *Reference.* List the references that are directly related to the agreement.

(4) *Paragraph numbering.* Paragraph numbering and indentations are the same as for the general use memorandums.

(5) *Signature blocks.* Signature blocks on MOUs and MOAs are unique in that signature blocks of both the agreeing parties appear on the same line. Use command lines on MOUs or MOAs as needed. Type signature blocks on the fifth line following the last line of the text or command line, whichever is lower. Precede all signature blocks by overscoring as shown on name, title, and agency for civilians and name, rank, branch and title for military personnel. Include the date that each official signs. Place the signature of the senior official on the right. When in doubt as to the seniority, use the signature of the official whose organization is the same as the letterhead.

2-11. Memorandum for Record

a. *Use.* Use the Memorandum for Record (MFR) to give a summary of preceding correspondence and to show the authority or basis for the action taken. (See fig 2-25.)

b. *Contents.*

(1) *Summary.* Write a summary of preceding correspondence when copies of this correspondence will not be retained for file. The summary will contain the source, reference symbol, date, subject, addressee, and action requested or indicated.

(2) *Basis for action.* Show all background information having a direct bearing on the matter. Include the authority and basis for action. This lets reviewing and signing officials know the basis for the action.

(3) *Coordination.* Show the name of the office or agency; the name, title, and telephone number of the person contacted; date of coordination; and indication of concurrence, nonconcurrence or other action.

c. *Format.* Prepare an MFR on white paper. An abbreviated form of the MFR may be typed on the bottom of all record or file copies. This saves paper, filing space, and ensures that all information about the subject is in one place.

(1) Type the office or reference symbol at the left margin on the eighth line from the top of the paper. Place the MARKS file number in parentheses two spaces following the office symbol. Stamp or type the date on the same line ending approximately at the right margin.

(2) Type the words *MEMORANDUM FOR RECORD* at the left margin on the third line below the reference symbol.

(3) Type *SUBJECT*: at the left margin on the second line below *MEMORANDUM FOR RECORD*.

(4) Begin the text on the third line below the last line of the subject.

(5) Try to limit the MFR to one page. If a second page is needed, prepare it in the same way as the continuation page of a memorandum.

(6) Mark the paragraphs and subparagraphs of the MFR as for a memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line on an MFR.

(7) Anyone who has an official use of this format may prepare and sign it.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
3 H 2 DATE
1 E
2 A
3 D MEMORANDUM FOR Commandant, U.S. Army Command and General
I Staff College, Fort Leavenworth, KS
N 66027-6900
G

1
2 SUBJECT: Using and Preparing a Memorandum
3

1. Paragraph 2-2 defines the use of a memorandum.

2. Single-space the text of the memorandum; double spacing between paragraphs.

3. When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and indent them as shown below.

a. When a paragraph is subdivided, there must be at least two subparagraphs.

b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses, for example, (1), (2), and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than for the second subdivision.

(b) This is an example of the proper indentation procedure for a third subdivision.

1
2 AUTHORITY LINE:
3

1 C
2 L
3 O
4 S
5 I
G Encl Listing

SIGNATURE BLOCK

XXXXXXXX, XX

XXXXXXXX, XXXXXXXXXXXXXXXX

1
2 CF:
3 XXXXXXXXXXXXXXXXXXXXXXXX

Figure 2-1. Using and Preparing a Memorandum



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
1 2 DATE
2
3 MEMORANDUM FOR Commander, Fifth United States Army,
Fort Sam Houston, TX 78234-6000

1
2 SUBJECT: Preparing a Memorandum
1
2

3 1. This example shows how to prepare a memorandum. Allow one
inch for the left and right margins. Use pica, courier, or
other 10-pitch type. Use elite, 12-pitch or other available
type only when larger type is not available.

a. Type the OFFICE SYMBOL at the left margin two lines
below the seal. Type the MARKS Number, in parentheses, two
spaces after the office symbol.

b. Stamp or type the DATE on the same line as the office
symbol, ending at the right margin. If there is a SUSPENSE
DATE, type it two lines above the office symbol line ending as
close as possible to the right margin.

c. Type MEMORANDUM FOR on the third line below the office
symbol. Begin the single address one space following
MEMORANDUM FOR. If the MEMORANDUM FOR address extends more
than one line, begin the second line under the third letter of
the first word after MEMORANDUM FOR. Addresses may be in upper
and lower case type or all upper case type. See the other
figures within this chapter for preparing multiple-addressed
memorandums.

d. Type the SUBJECT of the memorandum on the second line
below the last line of an address.

e. Begin the first paragraph of the TEXT at the left
margin on the third line below the last line of the subject.

2. When used, type the AUTHORITY LINE at the left margin on
the second line below the last line of the text.

3. Type the SIGNATURE BLOCK on the fifth line below the
authority line or the last line of the text beginning in the
center of the page. Identify enclosures, if any, flush with
the left margin beginning on the same line as the signature
block.

4. Leave at least a 1 to 1-1/2 inch margin at the bottom
of the first page. (See figure 2-3 for instructions on
continuing the memorandum.)

Figure 2-2. Preparing a Memorandum

6
7
8
1
2
3

OFFICE SYMBOL
SUBJECT: Continuing a Memorandum

5. Type the OFFICE SYMBOL at the left margin on the EIGHTH line from the top edge of the paper.

6. Type the SUBJECT of the memorandum at the left margin on the next line below the office symbol.

7. Begin the continuation of the TEXT at the left margin on the third line below the subject phrase. When continuing a memorandum on another page:

a. Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

b. Include at least two words on each page of any sentence divided between pages.

c. Avoid hyphenation whenever possible.

d. Do not hyphenate a word between pages.

e. Do not type the AUTHORITY LINE and the SIGNATURE BLOCK on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, place it alone on the continuation page with the authority line and signature block.

8. Center the page number approximately 1 to 1-1/2 inches from the bottom of the page.

1
2
1
2
3
4
5

AUTHORITY LINE:

4 Encls

1. Personnel Listing,
24 May 1988
2. DA Form 4187
3. Orders 114-6
4. AR 340-25

SIGNATURE BLOCK

XXXXXXXX, XX
XXXXXX, XXXXXXXXXXXXX
XXXXXX, XXXXXXXXX

Figure 2-3. Continuing a Memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



S: SUSPENSE DATE

1
2
1
2
3
1
2
3
1
2
3
4
5

OFFICE SYMBOL (MARKS NUMBER) 1
2 DATE
MEMORANDUM FOR DEPUTY CHIEF OF STAFF FOR LOGISTICS, ATTN:
DALO-SML (MR. WILSON), WASH DC 20310-0544

SUBJECT: Single Addressee Army Staff Memorandum

1. Reference memorandum, HQ USAISC, AS-OPS-MR, 20 Feb 88, subject: Revision to AR 340-9, Office Symbols.
2. Use attention lines when a specific office or person is to receive the information.
3. Use the name of an individual only when there is a special reason and when you know that he or she will be at the office addressed.
4. When an Army Staff agency writes a memorandum to another Army Staff, omit the full geographic location (WASH DC and ZIP Code).
5. When a MACOM or field agency writes a memorandum, use the full geographic location, to include the nine-digit ZIP Code.

FOR THE CHIEF OF ENGINEERS:

F. H. BURTON
Major, EN
Executive Officer
XXXXXXXXXXXXXXXXXX

Figure 2-4. Single Addressee Army Staff Memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



S: SUSPENSE DATE

1
2
1
2
3
1
2
3
1
2
3
4
5

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM FOR COMMANDER, FORCES COMMAND, ATTN: FC-AG,
FORT MCPHERSON, GA 30330-5000

SUBJECT: Single Addressee MACOM Memorandum

1. References:

a. Memorandum, HQ USAISC, AS-OPS-MR, 20 Feb 88, subject:
Revision to AR 340-9, Office Symbols.

b. Message, HQ TRADOC, ATPL-TD-OR, 201645Z Sep 88,
subject as above.

2. You may add up to five complete addressees for major
commands. See figures 2-6, 2-7, and 2-8.

3. Type addresses in all upper case or upper and lower case
type. Be consistent. Do not mix the two type styles.

FOR THE COMMANDER:

PAUL F. BURKE
Colonel, GS
DCSOPS

Figure 2-5. Single Addressee MACOM Memorandum



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
1 2
2
3 MEMORANDUM FOR
1
2 DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-ISP,
WASH DC 20310-1067
DEPUTY CHIEF OF STAFF FOR PERSONNEL, ATTN: DAPE-CPS,
WASH DC 20310-0300
DEPUTY CHIEF OF STAFF FOR LOGISTICS, ATTN: DALO-SMS,
WASH DC 20310-0547
DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS,
ATTN: DAMO-SSM, WASH DC 20310-0420
1
2 SUBJECT: Multiple Army Staff Addressed Memorandums Using a
Full Title and Address
1
2
3 1. When preparing multiple addressed memorandums for Army
Staff agencies (more than one and less than six), use either
of these two methods:
a. Full title and address.
b. Office symbols (see figure 2-7).
2. This is an example of the full title and address method.
3. When the full title of the Army Staff agency is used, type
addresses in all upper case type or upper and lower case type.
Do not mix the two type styles; be consistent.
4. When memorandums are prepared by an Army Staff agency for
other Army Staff agencies, you may omit the full geographic
location (WASH DC and ZIP Code).
1
2 AUTHORITY LINE:
1
2
3
4
5 Encl SIGNATURE BLOCK
XXXXXXX, XX
XXXXX, XXXXXXXXXXXX
XXXXXXXXXXXXXX

Figure 2-6. Army Staff multiple addressed memoranda using a full title and address



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
2 DATE

1
2
3 MEMORANDUM FOR

1
2 HQDA (DAMI-ISP), WASH DC 20310-1067
HQDA (DALO-SMS), WASH DC 20310-0547
HQDA (DAMO-SSM), WASH DC 20310-0420
HQDA (DAPE-CPS), WASH DC 20310-0300

1
2 SUBJECT: Multiple Army Staff Addressed Memorandums Using
Office Symbols

1
2
3 1. You may use two ways of addressing when preparing
multiple-addressed memorandums for Army Staff agencies.

a. The full title and address (see figure 2-6).

b. Office symbols.

2. This is an example of the office symbol method. The Army Staff may use this method when addressing multiple-addressed memorandums to other Army Staff agencies. The field may use this method also when addressing multiple-addressed memorandums to the Army Staff.

3. When using this method of addressing, use the complete geographical location and nine-digit ZIP Code. Type the office symbol addresses in upper case.

4. Do not mix the two authorized types of addressing.

5. Please note that a comma is not used between WASH and DC or ALEX and VA because these are abbreviations. When the word "WASHINGTON" or "ALEXANDRIA" is spelled out, use a comma between the city and state.

1
2 AUTHORITY LINE:

1
2
3
4
5 Encl

SIGNATURE BLOCK

XXXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Figure 2-7. Army Staff multiple addressed memorandums using office symbols



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
1 2 DATE
2
3 MEMORANDUM FOR
1
2 COMMANDER, FORCES COMMAND, ATTN: FCAG-AG, FORT MCPHERSON,
GA 30330-5000
COMMANDER, U.S. ARMY HEALTH SERVICES COMMAND, ATTN: HSAG,
FORT SAM HOUSTON, TX 78234-6000
COMMANDER, U.S. ARMY TRAINING AND DOCTRINE COMMAND, ATTN:
ATCG-W, FORT MONROE, VA 23651-5000
COMMANDER, U.S. ARMY PACIFIC, ATTN: APDCG-MRA,
FORT SHAFTER, HI 96858-5100

SUBJECT: MACOM Multiple Addressed Memorandums

1. When preparing multiple MACOM addressed memorandums (more than one and less than six), prepare as shown in this figure.
2. You may type addresses in all upper case type or upper and lower case type. Do not mix the two type cases (one address typed in upper case only and another in upper and lower case). Be consistent.
3. Use complete geographical addresses to include nine-digit ZIP Codes.
4. When preparing internal MACOM headquarters (DCSOPS, DCSLOG, DCSPER, G1, G3, etc.), you may omit the geographical address.

1
2 AUTHORITY LINE:
1
2
3
4

5 Encl

SIGNATURE BLOCK
XXXXXXXX, XX
XXXXXXXX, XXXXXX
XXXXXXXXXXXXXX

Figure 2-8. MACOM multiple addressed memorandums



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



S: SUSPENSE DATE

- 1
- 2 OFFICE SYMBOL (MARKS NUMBER) DATE
- 1
- 2
- 3 MEMORANDUM FOR SEE DISTRIBUTION
- 1
- 2 SUBJECT: Preparing a "SEE DISTRIBUTION" addressed memorandum
- 1
- 2
- 3 1. When more than five addressees are required, use the "SEE DISTRIBUTION" format.
2. Type the words SEE DISTRIBUTION one space after the words "MEMORANDUM FOR."
3. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type the word "DISTRIBUTION:" and block the addresses as shown below.
 - a. XX.
 - b. XX.
 - (1) XX.
 - (2) XX.
4. You may continue distribution listings on a second page. When absolutely necessary, you may write a complete distribution listing on a separate page. Do not use distribution formulas for addressees.

1
2 AUTHORITY LINE:

- 1
- 2
- 3
- 4
- 5 2 Encls
1. AR 614-100
2. FM 105-32

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXXXXXXXXXXXXX

- 1
- 2 DISTRIBUTION:
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-ISP
DEPUTY CHIEF OF STAFF FOR PERSONNEL, ATTN: DAPE-CPS
DEPUTY CHIEF OF STAFF FOR LOGISTICS, ATTN: DALO-SAC
- 1
- 2 COMMANDER
FORCES COMMAND, ATTN: FCAG-AG
(CONT)

Figure 2-9. Preparing a "SEE DISTRIBUTION" memorandum

1
2
3 OFFICE SYMBOL
1 SUBJECT: Continuation of a Distribution Listing
1
2
3 DISTRIBUTION: (CONT)
U.S. ARMY JAPAN, ATTN: AJCM
U.S. ARMY MATERIEL COMMAND, ATTN: AMCSA-NG
U.S. ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANSC-OE
U.S. ARMY PACIFIC, ATTN: APCS-MRA
U.S. ARMY INFORMATION SYSTEMS COMMAND, ATTN: AS-IM-PA
U.S. ARMY CRIMINAL INVESTIGATION COMMAND, ATTN: CIPA-AD
U.S. ARMY HEALTH SERVICES COMMAND, ATTN: HSAG-O
U.S. ARMY INTELLIGENCE AND SECURITY COMMAND, ATTN: IASA-AD
U.S. ARMY RECRUITING COMMAND, ATTN: USARCPAL-A
U.S. ARMY TRAINING AND DOCTRINE COMMAND, ATTN: ATTG-W
U.S. ARMY CORPS OF ENGINEERS, ATTN: CEIM-PD
U.S. ARMY FINANCE AND ACCOUNTING CENTER, ATTN: FINCP-O
1
2 CF:
SUPERINTENDENT, U.S. MILITARY ACADEMY
U.S. MILITARY ENTRANCE PROCESSING COMMAND, ATTN: MECPAT-A



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

OFFICE SYMBOL (MARKS NUMBER) DATE

MEMORANDUM THRU XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FOR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: A Single-Addressed "THRU MEMORANDUM"

1. Use "THRU" memorandum to keep the "THRU" addressee informed or to give the opportunity to comment or approve. Prepare a single addressee THRU memorandum as shown in this figure.

2. If no comment is made, the THRU addressee will line out the THRU address and place his/her initials and the date to the right of the appropriate address. The THRU addressee may write "concur," "noted," or other short remarks by their address.

3. When more than one THRU addressee is needed, prepare as shown in figure 2-12.

FOR THE DCS FOR RESOURCE MANAGEMENT:

LARRY V. MCKENZIE
Chief, Management Division

Figure 2-11. A single addressed THRU memorandum



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

1
2
1
2
3
1
2
1
2
1
2
1
2
1
2
3
1
2
1
2
3
4
5

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM THRU

FIRST ADDRESSEE XXXXXXXXXXXXXXXXXXXXXXXX

SECOND ADDRESSEE XXXXXXXXXXXXXXXXXXXXXXXX

FOR XX

SUBJECT: Preparing a "MEMORANDUM THRU" with Two Addressees

1. Use THRU memorandum to keep the THRU addressees informed or to give them the opportunity to comment or approve. Prepare a dual or multiple addressee memorandum as shown in this figure.
2. Do not address memorandums to more than two "THRU" addressees. However, in exceptional cases where more than two "THRU" addresses are absolutely necessary, list each additional addressee in the same manner as shown above.

FOR THE COMMANDER:

FREDERICK L. ORR
Deputy Chief of Staff for
Resource Management

Figure 2-12. Preparing a THRU memorandum with two or more addresses



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
1 2 DATE

2
3 MEMORANDUM FOR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1
2 SUBJECT: Preparing a One-Paragraph Memorandum with
Subparagraphs and Continuing the Subject Line

1
2
3 Use single spacing when a memorandum contains only one
paragraph, regardless of the length of the paragraph. Limit
paragraphs to a maximum of 10 lines. When a memorandum has
only one paragraph but contains subparagraphs, prepare as
shown in this example. Do not number one paragraph
memorandum. Identify subparagraphs by using a,b,c, etc.

a. Indent the first subparagraph four spaces and begin
typing on the fifth space.

b. A memorandum with a single paragraph should not
contain more than one subdivision.

c. When more than one line is needed for the subject,
begin the second line flush with the left margin as shown
above.

1
2 AUTHORITY LINE:

1
2
3
4
5 Enclosure
Listing

SIGNATURE BLOCK
XXXXXX, XX
XXXXXXXXXXXX, XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXX

1
2 CF:
XXXXXXXXXX
XXXXXXXXXX

Figure 2-13. Preparing a one paragraph memorandum with paragraphs and continuing the subject line



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



S: SUSPENSE DATE

1
2 OFFICE SYMBOL (MARKS NUMBER) 1
1 2 DATE

2
3 MEMORANDUM FOR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1
2 SUBJECT: Listing Enclosures and Copies Furnished

3 1. Type the word "Encl" or "Encls," depending on the number,
at the left margin on the same line as the first line of the
signature block.

2. Number and attach enclosures in the same order in which
they appear in the body of the memorandum. Specify enclosures
in the text of the memorandum rather than list them
separately.

3. When there is only one enclosure, "1" does not precede the
abbreviation "Encl."

4. Use the copy furnished line to keep anyone other than the
addressee(s) informed of the subject matter. When used, type
"CF:" in upper case on the second line below the last line of
the signature block, enclosure listing or distribution
listing, whichever is lower. Begin listing "CF:" addressees
on the next line below "CF:"; flush with the left margin.

5. When listing Copies Furnished, show whether or not you
sent enclosures to each addressee:

a. "wo/encls" shows "without enclosures."

b. "w/encls" shows "with enclosures."

1
2 AUTHORITY LINE:

1
2
3
4
5 Encls
1. Personnel Listing,
24 May 1987
2. DA Form 2A
3. Orders 114-6
4. AR 340-25

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXXXXX, XXXXXXXX

1
2 CF:
CDR, FORSCOM (w/encls)
CDR, TRADOC (wo/encls)

Figure 2-14. Listing enclosures and copies furnished



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

1
2
1
2
3
1
2

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR XXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: Listing Enclosures and Copies Furnished When
Addressees Receive Different Enclosures

1. XX.
2. XXXXXXXXXXXXXXXXXXXXXXXX.
 - a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
 - b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
 - (1) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
 - (2) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
3. XX.

1
2
1
2
3
4
5

AUTHORITY LINE:

4 Encls

1. AR 340-9 (dupe)
2. AR 310-1
3. Memo, FORSCOM,
10 Jul 87
4. Memo, HSC, 8 Aug 87

SIGNATURE BLOCK

XXXXXXXX, XX
XXXXXXXXXX, XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

1
2

CF:

CDR, FORSCOM (w/encls 1 and 3) (When mixed numbers of
enclosures are furnished)
CDR, TRADOC (w/encl 2) (When one enclosure is furnished)
CDR, HSC (wo/encls) (When none of the enclosures are
furnished)

or

An example of when all addressees do or do not receive
enclosures

CF (w/encls):
CDR, FORSCOM
CDR, TRADOC

CF (wo/encls):
CDR, FORSCOM
CDR, TRADOC

Figure 2-15. Listing enclosures and copies furnished when addressees receive different enclosures

		S: SUSPENSE DATE
1	1	
2	2	DATE
1		
2		
3		MEMORANDUM FOR CDR, 1st Bde, 54th Inf Div (Mech), Fort Atterbury, IN 46124-5000
1		
2		SUBJECT: Preparing a Same-Page Endorsement
1		
2		
3		1. Type endorsements on the same page if there is sufficient space at the end of a memorandum or the preceding endorsement to type the entire endorsement (including signature block). Space as shown on this figure.
		2. Omit the office symbol, date, MARKS number, and subject of the basic memorandum.
1		
2		AUTHORITY LINE:
1		
2		
3		
4		
5		
	3 ENCLS	SIGNATURE BLOCK
	1. AR 340-9	XXXXXXXX, Xx
	2. Ltr, FORSCOM,	XXXXXXXXXXXX, XXXXXXXXXXXX
	10 Jul 87	XXXXXXXXXXXXXXXXXXXX
	3. Memo, HSC, 8 Aug 87	
1		
2	AJJAG-A 1st End	SFC Meredith/mmm/AV 699-4676
1		
2		
3	CDR, 1st Bde, 54th Inf Div (Mech), Fort Atterbury, IN 46126-5000	DATE
1		
2	FOR CDR, Third United States Army, ATTN: AJA-CP, Fort McPherson, GA 30330-5000	
1		
2		
3		Show the office symbol of the preparing office followed by the endorsement number. Ending at the right margin, show the name of the action officer, typist's initial, and telephone number of the action officer. When an AUTOVON number is not available, show the Area Code and complete telephone number.
1		
2	FOR THE COMMANDER:	
1		
2		
3		
4		
5	2 Encls	SIGNATURE BLOCK
	nc	XXXXXXXXXXXX, XX
		XXXXXX, XXXXXXXXXXXX

Figure 2-16. Preparing a same-page endorsement

6
7
8 ATSG-AG (AS-OPS/2Mar 88) (340-1c) 1st End SFC Daugherty/
rd/ AV 699-4679
1 SUBJECT: Preparing a Separate Page Endorsement
1
2
3 Commandant, AG School, USASSI, ATTN: ATSG-AGS, Fort Benjamin
Harrison, IN 46216-5530 18 April 1988
1
2 FOR Commander, USAISC, ATTN: AS-OPS-MR (Mr. Clark),
Fort Huachuca, AZ 85613-5000
1
2
3 1. The format of the body and the closing of an endorsement
is the same as for the basic memorandum.

2. Type the preparer's office symbol at the left margin on
the eighth line from the top of the page. Space twice and
type the office symbol and date of the basic memorandum in
parentheses. Space twice and type the MARKS number in
parentheses. Space twice and type the endorsement number.

a. Place the writer's name, typist's initials, and the
action officer's telephone number (use AUTOVON numbers when
appropriate) on the same line as the endorsement number,
ending at the right margin. If this cannot be typed on a
single line, continue on the next line flush with the left
margin.

b. When you use a suspense date, type or stamp it on the
sixth line from the top of the page preceded by an "S:",
ending at the right margin. You may also place suspense dates
in the body of the correspondence, preferably in the last
paragraph.

3. Type the subject at the left margin on the next line below
the office symbol. If the subject cannot be typed on a single
line, continue the subject flush with the left margin.

4. The address of the endorsing office serves as a return
address. Type it at the left margin on the third line below
the subject. Stamp or type the date approximately three
spaces after the ZIP Code of the endorsing office.

5. Type "FOR" on the second line below the last line of the
endorsing office address. Type the FOR address one space
after the "FOR". If the FOR address extends beyond one line,
start the second line under the third letter of the first
word after FOR.

1
2 FOR THE COMMANDANT:
1
2
3
4
5 Encl RICHARD W. IRISH
Listing LTC, AG
Deputy Commandant

Figure 2-17. Preparing a Separate Page Endorsement

6
7
8
1
1
2
3

OFFICE SYMBOL

SUBJECT: Continuation of an Endorsement

6. Type the OFFICE SYMBOL at the left margin on the EIGHTH line from the top edge of the paper.

7. Type the SUBJECT of the endorsement at the left margin on the next line below the office symbol.

8. Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing an endorsement on another page:

a. Do not divide a paragraph of three lines or less between pages, for at least two lines of the divided paragraph must appear on each page.

b. Include at least two words on each page of any sentence divided between pages.

c. Avoid hyphenation whenever possible.

d. Do not hyphenate a word between pages.

e. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, you may place it alone on the continuation page with the authority line and signature block.

9. Center the page number approximately 1 to 1-1/2 inches from the bottom of the page.

1
2
1
2
3
4
5

AUTHORITY LINE:

4 Encls

1. DA FORM 4187
2. Orders 114-6
3. AR 340-25
4. Personnel Listing,
24 May 87

SIGNATURE BLOCK

XXXXXXXXXXXX, XX
XXXXXXX, XXXXXX

Figure 2-18. Continuation of an endorsement

5		5
6		6 S: 28 March 1988
7		
8	ATSG-AG (AS-OPS/2 Mar 88) (340-1c) 1st End Mr. Lee/bjh/ AV 699-4679	
1	SUBJECT: Example of an Endorsement Prepared at the MACOM Level and Addressed to an Army Staff Element	
1		
2		
3	CDR, U.S. Army Training and Doctrine Command, ATTN: ATSG-AG, Fort Monroe, VA 23651-5000 23 June 1987	
1		
2	FOR HQDA(DASG-AOR/Mr. Jones), Falls Church, VA 22041-3258	
1		
2		
3	1. When you need more than one line for the subject, begin the second line flush with the left margin.	
	2. When you need more than one line for the from address, begin the second line under the third letter of the first word in the first line.	
	3. Type the date three spaces following the ZIP Code of the from address. If there is a suspense date, type it two lines above the office symbol line, ending at the right margin.	
	4. Use the name of a person in the FOR address when you are sure that the individual will be the one to handle the action and that he or she is still at the address. Military individuals change organizations more often than civilians. When addressing an ATTENTION line to military individuals, make sure that they are still at that address.	
1		
2	AUTHORITY LINE:	
1		
2		
3		
4		
5	5 Encls THOMAS G. SUTTON wd encl 1 Major, GS 2-3. nc Chief, Publications and Records Added 2 encls Management Division 4-5. as	

Figure 2-19. Example of an endorsement at the MACOM level and addressed to an Army Staff element

6
7
8 AJJAG-A (AFRD-CP/5 Mar 87) (MARKS NUMBER) 1st End
SFC Moore/ mmm/AV 699-4676
1 SUBJECT: Example of a First Endorsement Prepared at the Field
Level
1
2
3 CDR, 1st Bde, 54th Inf Div (Mech), Fort Atterbury,
IN 46124-5000 DATE

FOR CDR, Third United States Army, ATTN: AFRD-CP,
Fort McPherson, GA 30330-7000
1
2
3 1. This is an example of a first endorsement prepared at the
field level and addressed to another higher level field
element.

2. Prepare as for any other endorsement.
1
2 AUTHORITY LINE:
1
2
3
4
5 5 Encls SIGNATURE BLOCK
wd encl 1 XXXXXXXXXXX, XX
2-3. nc XXXXXXXX, XXXXXXX
Added 2 encls
4-5. as

Figure 2-20. Example of a first endorsement prepared at the field level and addressed to a field organization

6
7
8 AS-OPS (AMCPE-GA/5Mar 88) (340-1c) 1st End Mr. Lee/dlc/
AV 879-4747
1 SUBJECT: Example of a Single-Addressed "THRU" Endorsement
1
2
3 HQDA(SAIS-PSP), WASH DC 20310-0107 10 MARCH 1988
1
2 THRU COMMANDER, U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-GA,
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001
1
2 FOR COMMANDER, U.S. ARMY EQUIPMENT AUTHORIZATION REVIEW
ACTIVITY, ATTN: AMXEA-MC, 5001 EISENHOWER AVENUE,
ALEXANDRIA, VA 22333-0001
1
2
3 1. This example shows a single THRU addressed endorsement
from a HQDA element. In order to convert this type
endorsement to local use, substitute the HQDA address with
your local address.

2. Type "THRU" on the second line below the last line of the
from address. Begin the THRU address one space following the
word THRU.

3. Type "FOR" on the second line below the last line of the
THRU address. Begin the FOR address one space following the
FOR.

4. Type addresses in either all upper case type or upper and
lower case type. Be consistent. Do not mix the two type
cases.
1
2 AUTHORITY LINE:
1
2
3
4
5 3 Encls SIGNATURE BLOCK
wd encl 1 XXXX, XX
2-3. nc XXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX

Figure 2-21. Example of a single addressed THRU endorsement

6
7
8 SAIS-PSP (AMCPE-GA-5 Mar 87) (340-1c) 1st End Ms. Meredith/
dlc/325-4747
1 SUBJECT: Example of an Endorsement with Two THRU Addressees
1
2 HQDA(SAIS-OPSP), WASH DC 20310-0107 10 MARCH 1988
1
2 THRU
1
2 DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS, AND COMPUTERS, ATTN: SAIS-PSA,
WASHINGTON, DC 23010-0107
1
2 COMMANDER, U.S. ARMY MATERIEL COMMAND, ATTN: AMCPE-GA,
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001
1
2 FOR COMMANDER, U.S. ARMY EQUIPMENT AUTHORIZATION REVIEW
ACTIVITY, ATTN: AMXEA-MC, 5001 EISENHOWER AVENUE,
ALEXANDRIA, VA 22333-0001
1
2
3 1. When it is necessary to prepare an endorsement with more
than one THRU address, use this format.

2. Type "THRU" on the second line below the last line of the
from address.

3. On the second line below THRU begin typing the first
THRU address flush with the left margin.

4. On the second line below the last line of the first THRU
address, begin typing, flush with the left margin, the address
of the second THRU addressee.

5. On the second line below the last line of the last THRU
addressee, type "FOR" flush with the left margin. Begin the
FOR address one space following FOR.

6. When an address (to or from) needs more than one line,
begin the second line of the address under the third letter of
the first word of the first line of the address.
1
2 AUTHORITY LINE:
1
2
3
4
5 3 Encls SIGNATURE BLOCK
wd encl 1 XXXXXXXX, XX
2-3. nc XXXXXXXXXXXX, XXXXXXXXXXXX

Figure 2-22. Preparing a multi-addressed THRU endorsement



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT
BETWEEN
THE DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS, AND COMPUTERS
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

1

2

3

SUBJECT: Mechanics for Preparing a Memorandum of
Understanding or a Memorandum of Agreement

1

2

3

1. Write, generally, the Memorandum of Understanding or the
Memorandum of Agreement on the letterhead stationery of the
preparing agency. Change this provision to meet internal or
special requirements.

2. Center the title MEMORANDUM OF UNDERSTANDING or MEMORANDUM
OF AGREEMENT on the second line below the seal. Type the word
BETWEEN, also centered, on the line immediately following the
title. Center the names of the agreeing agencies on the line
immediately following the word BETWEEN. Change this
requirement for centering when there are more than two
agreeing agencies or where the agency titles are too lengthy
to be typed on one line.

3. Type the SUBJECT at the left margin on the second line
below the last line of the agreeing agencies' titles.

4. Begin the first line of the TEXT at the left margin on the
third line below the last line of the subject.

5. Type SIGNATURE BLOCKS on the fifth line following the last
line of the text. Precede all signature blocks by overscoring
as shown below. Include the name, title, and agency for
civilians and name, rank, branch, and title for military
personnel. Include the date that each official signs, as shown
below. (See paragraph 2-10b(5).)

1

2

3

4

5

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXXXXX

(date)

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXXXXX

(date)

Figure 2-23. Mechanics for preparing a MOU or MOA



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. ARMY AND THE U.S. POSTAL SERVICE

SUBJECT: Format and Use of a Memorandum of Understanding or
Memorandum of Agreement

1. Purpose. This paragraph defines, in as few words as possible, the purpose of the agreement.
2. Reference. This paragraph will list the references that are directly related to the agreement.
3. Problem. Present a clear, concise statement of the problem, to include a brief background.
4. Scope. Add a succinct statement specifying the area of the agreement.
5. Understandings, agreements, support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the agreement.
6. Effective date. Enter the date the agreement will become effective.

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXXXXX

(date)

SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXXXXX

(date)

Figure 2-24. Format and use of a MOU or MOA

6
7
8 OFFICE SYMBOL (MARKS NUMBER)
1
2
3 MEMORANDUM FOR RECORD
1
2 SUBJECT: Preparing a Memorandum for Record
1
2
3

1. Type the Memorandum for Record (MFR) on white paper. Type the office symbol at the left margin on the eighth line from the top of the paper, space twice and type the MARKS Number in parentheses. Stamp or type the date on the same line ending at the right margin. You may also type or handwrite the MFR on the bottom of all record or file copies. This procedure saves paper, filing space, and ensures that all information about that subject is in one place.
2. Type the words MEMORANDUM FOR RECORD in upper case at the left margin on the third line below the reference or office symbol.
3. Type "SUBJECT:" in upper case at the left margin on the second line below MEMORANDUM FOR RECORD. Type the subject of the MFR beginning two spaces after the colon.
4. Begin the text on the third line below the last line of the subject.
5. Limit the MFR to one page.
6. Mark the paragraphs and subparagraphs of the MFR as for a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line. Anyone may prepare and sign an MFR.
7. When MFRs are placed on the bottom of record or file copies, use an abbreviated form. Begin type two lines below the last line of the preceding correspondence and abbreviate MEMORANDUM FOR RECORD by typing the acronym MFR. Omit the office symbol, MARKS number, date, and subject line. Two lines below MFR, begin typing the text.

1
2
3
4
5

SIGNATURE BLOCK
XXXXXXX, XXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Figure 2-25. Preparing a memorandum for record

Chapter 3 Disposition Forms and Comments

3-1. General

a. The DA Form 2496 is no longer required. The informal memorandum will be used. Printing and copying of Disposition Forms (DFs) should cease on the effective date of this regulation. Stocks of DFs should be used until depleted. Disposition Forms will not be used after 1 January 1989.

b. Informal memorandums and endorsements will replace disposition forms and comments to DFs. Informal memorandums should follow the formats in chapter 2.

(1) Informal memorandums are—

(a) Used for internal communications. For instance, within the same headquarters, same installation, and so forth.

(b) Typed or printed on plain white paper, without letterhead, following the format in chapter 2.

(c) Used to make any endorsements to the basic correspondence in accordance with chapter 2.

(2) Formal memorandums are—

(a) Used for correspondence going outside of headquarters, commands, installations, or similar organizations.

(b) Typed in accordance with chapter 2.

(c) Typed only on approved letterhead stationery.

c. References to and examples of how to use DFs are included in

this regulation for use until stocks of DF's are depleted, or until 1 January 1989, whichever comes first.

3-2. Format

a. In garrison. Type the comments and DF in the modified block style, using the preferred 10-pitch type, in accordance with paragraphs 1-25 and 2-3.

b. In the field. The garrison format will be followed as closely as possible. If large type style is not available use elite, 12-pitch, or other available type. If typing or printing electronically is difficult, print comments and DFs in ink in a clear, legible hand. The purpose of the comment is to convey information. It must be legible.

c. Preparing the DF on automated equipment. Figures 3-1 through 3-13 give directions for preparing and using the DF and subsequent comments. The DF format may be automated and processed on word processors, personal computers, or other automated equipment. When formatting and processing on automated equipment, include all printed matter contained on the form, with the exception of the form lines, on the printed copy. Do not reproduce copies of DA Form 2496 to use as templates for printing with automated equipment described above. Do not copy or replenish DF stocks after normal stock has been depleted. When normal DF stock has been depleted, start using the informal memorandum format. The guidance in chapter 1 concerning copies, in chapter 2 concerning indentations of subparagraphs, and in chapter 9 on marking classified correspondence applies to DFs and comments. Single-space one paragraph DFs and comments.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

S: 31 March 1988

REFERENCE OR OFFICE SYMBOL		SUBJECT			
SAIS-PSP (MARKS NUMBER)		Preparing a Disposition Form			
TO	DAPE-ZX DALO-ZX DAMI-ZX DAPC-ZX	FROM	SAIS-ZA	DATE 17 March 1988 SFC Horner/nm/699-4676	CMT 1

1. When preparing a Disposition Form (DF), align the typewriter on the first space to the right of the border marking. Type or print the reference symbol of the originator of the DF and the subject on the first line below the block titles. Begin each at the left edge of the respective box. This positioning will accommodate a two-line office symbol or two-line subject. Block the TO and FROM addressees approximately two spaces behind the printed designations. Stamp or type the date two spaces behind the word DATE. Use the identification of the writer on all DFs or CMTs and type it on the next line below the date, ending approximately at the right margin.

2. When using a suspense date, type it on the proponent agency line, ending at the right margin, as shown above.

3. Begin the text of the DF on the second line below the last line of the address or the writer identification, whichever is lower. The vertical lines on the form are the margins.

a. The horizontal mark, which may be at the bottom left side of the form, identifies the maximum text that may be typed on the form and still leave room for the signature block.

b. If two pages are needed to complete CMT 1, type to the bottom of the form.

c. If the DF is classified, stop the text at the horizontal mark to leave space for the required reclassification stamp, classifier identification, and general downgrading schedule information.

4. Place the authority line (if applicable), the signature block, the enclosure listing, and information copy notation as specified for a memorandum.

5. On a DF, the FROM addressee will always agree with either the authority line or the signer's title. If only an office symbol is used in the FROM address, then only an office symbol should be used in the TO address. If a title appears in the FROM address, then use titles in the TO address at the end of the paragraph.

DA FORM 2496
AUG 80

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Figure 3-1. Preparing a Disposition Form

SUBJECT: Continuation of a Disposition Form

6. If a continuation page is needed, use plain paper. The following rules apply:

a. The right and left margins are the same as for the printed Disposition Form.

b. Type the office symbol at the left margin on the eighth line from the top of the page. Place the identification of the comment, CMT 1, CMT 2, and so on, ending at the far right margin on the same line as the office symbol.

c. Do not divide a paragraph of three lines or less between pages. At least two lines of a divided paragraph must be on each page.

d. Include at least two words on each page of any sentence divided between pages.

e. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph contains only one line, place it alone on the continuation page with the authority line and signature block.

f. Number continuation pages the same as for the memorandum. Center the number 1 to 1-1/2 inches from the bottom of the page.

FOR THE COMMANDER:

2 Encls

1. Memo, NGB, 5 Mar 88
2. Memo, ARNG, 5 Mar 88

JAMES S. HARRIS
LTC, GS
DISC4

S: 20 Mar 88

AS-RM-A (DAIG-CC/1 Mar 88) (MARKS NUMBER)
SUBJECT: Preparing a Separate-Page Comment

TO DAIG-CC FROM CEIM-RM DATE 6 Mar 88 CMT 2
Pentagon Pulaski Bldg SFC Harris/dlc/272-1688

1. Type the office symbol or reference symbol of the office or action officer preparing the comment at the left margin on the EIGHTH line from the top of the page. Include the office or reference symbol and date of the basic comment in parentheses. Add the MARKS number, in parentheses, following the office symbol and date of the basic comment.
2. The right and left margins are the same as for the printed Disposition Form.
3. If there is a suspense date, type it on the SIXTH line from the top of the page ending at the right margin.
4. Type the subject line on the next line below the office or reference symbol. Type the word TO at the left margin on the SECOND line below the subject. Type the words FROM, DATE, and the number of the comment on the same line (e.g., CMT 2, CMT 3). Put them in the same position as on the printed form.
5. Begin the text on the second line below the last line of the addressee or writer's name, whichever is lower, beginning at the left margin.
6. Place the authority line (if applicable), the signature block, the enclosure listing, and information copy notation as you would for the memorandum.

FOR THE COMMANDER:

2 Encls
nc

LAWRENCE F. DELANEY
Colonel, GS
Director, Resources and Manpower

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

ABCD-EF (MARKS NUMBER)

Disposition Form Showing Five or Fewer Addressees

TO

CDR, 1st Bde
CDR, 2d Bde
CDR, 3d Bde

FROM

CDR, 52d Mech

DATE

12 May 1987
CPT Davis/mns/512-6779

CMT 1

When a Disposition Form is intended for five or fewer addressees, prepare a copy for each addressee. Indicate the copy for each specific addressee by a red or other outstanding checkmark. Prepare heading and format as shown in this example. The ABCD-EF is the symbol of the Adjutant General.

FOR THE COMMANDER:

2 Encls

1. AR 340-25
2. AR 310-50

CHARLES E. TURNER
LTC, AG
Adjutant General

ABCD-EFG

TO CDR, 1-81 Mech
CDR, 1-82 Mech
CDR, 1-3 AR
CDR, 1-41 FA

FROM CDR, 3d Bde

14 May 1987 CMT 2
SFC Harris/mmm/525-5137

This is an example of a CMT 2 showing several addressees. Indicate the copy for each specific addressee by a red or other outstanding checkmark. Prepare a CMT 2 on the same page when there is space for the entire comment. Type the office symbol two lines below the last line of the preceding comment. Do not repeat the date, office symbol of the originator, or the subject of the CMT 1.

4 Encls

wd encl 1

2. nc

Added 2 encls

3. FM 105-5

4. AR 614-100

DAVIS L. HARMON
Colonel, IN
Commanding

DA FORM 2496
AUG 80

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Figure 3-4. Disposition Form with five or fewer addresses

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
DAPE-EFG-H (MARKS #)	Disposition Form with Multiple Office Symbol Addressees (More than Five)		
TO	FROM	DATE	CMT 1
	DAPE	12 May 1988	
DACS-DP	DALO-PB	DACA-BU	Ms. M. Carter/sms/56090
DACS-DM	DALO-IL	DACA-FA	
DAMO-SS	DALO-AV	DAMI-OP	
DAMO-OD	DAMA-AR	DAMI-SF	
DAPE-HR	DAMA-PP		

1. When a Disposition Form (DF) is addressed to more than five office symbol addressees, within the same command or headquarters, type the addresses in columns beginning at the left margin on the second line below the name of the writer. Five addressees may appear in each column with a maximum of six columns. Prepare a copy for each addressee. Indicate the copy for each addressee by a red or other outstanding checkmark to the left of the addressee.

2. When a DF is addressed to five or fewer office symbol addressees, use the format shown in figures 3-1 and 3-4.

3. Use of a SEE DISTRIBUTION format for DFs with six or more addressees is authorized.

4. Note on the "copy furnished" line that one office was supplied with enclosures while other offices were not.

5. This format, using only office symbols, is not recommended for use outside HQDA except in those commands, agencies, etc., where symbols are used regularly and are easily recognized.

FOR THE DEPUTY CHIEF OF STAFF FOR PERSONNEL:

2 Encls

1. AR 340-8
2. AR 340-20

JOHN L. FORM

LTC, GS

Chief, Retirement Section

CF:

DAAR-XO (wo/encls)

DAIG-XO (w/encls)

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

☆ GPO : 1987 O - 172-428

Figure 3-5. Disposition Form with multiple office symbol addressees (more than five)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL AMCPE-GA (MARKS NUMBER)	SUBJECT Preparing a SEE DISTRIBUTION Disposition Form		
TO SEE DISTRIBUTION	FROM AMCCSM	DATE 12 May 1988	CMT 1 Mrs. Meacham/ams/ AUTOVON 632-6907

1. When you address a Disposition Form (DF) to more than five places, type the words "SEE DISTRIBUTION" where a single address is normally typed. Type "DISTRIBUTION" at the left margin two lines below the signature block (or whatever line is lowest). Block the list of addressees in two or more columns. When using both symbol and command addresses on the same DF, separate them with a double space. Identify each copy by an identifying mark.

2. When any of the addressees are located at another location requiring the use of the AUTOVON circuits, list the AUTOVON number in the writer's identification.

Encl
AR 340-8

ROBERT R. JONES
CSM, USA
Command Sergeant Major

DISTRIBUTION:
AMCGS
AMCTM
AMXEO
AMCJV

COMMANDER,
U.S. ARMY ARMAMENT, MUNITIONS AND CHEMICAL COMMAND, ATTN: AMSMC-CS
U.S. ARMY AVIATION SYSTEMS COMMAND, ATTN: AMSAV-CS
U.S. ARMY DEPOT SYSTEM COMMAND, ATTN: AMSEL-CS

CF:
U.S. ARMY TROOP SUPPORT COMMAND, ATTN: AMSTR-CS
U.S. ARMY LOGISTICS MANAGEMENT CENTER, ATTN: AMXMC-CS
U.S. ARMY DEFENSE COMMUNICATION CENTER AND SCHOOL, ATTN: SMCAC-CS

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

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Figure 3-6. Disposition Form with "SEE DISTRIBUTION" (more than 5 addressees)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

ABCD-EF (MARKS NUMBER)

SUBJECT

Disposition Form and Comment 2 Showing a THRU Address

TO
XX

THRU CDR, 3d Bde

FROM

CDR, 52d Mech

DATE

14 May 1987

CMT 1

SSG Dijon/mns/55221

TO CDR, 1-81 Mech

1. Send correspondence THRU an intermediate command, agency, or office to give them a chance to comment or approve. To approve, all they need to do is cross out the THRU address, initial, and date. They can also add comments. Short comments can be put on the correspondence. If the comments are lengthy, tab them. Make sure the tabs are identified on the basic correspondence and enclosure or attachment.

2. Prepare headings as shown above. Delete the word TO and type the word THRU followed by the address. Type the word TO two lines below the address line or the writer's identification line, whichever is lower, and flush with the left margin.

FOR THE COMMANDER:

2 Encls

1. DOD Pam 600-200

2. AR 614-100

JOHN S. SKIES

LTC, AG

Adjutant General

ABCD-EFG

THRU CDR, 1-81 Mech

FROM CDR, 3d Bde

DATE 16 May 87 CMT 2

SSG Mann/mns/53170

TO CDR, C/1-81 Mech

This is an example of a CMT 2 showing a THRU addressee. Type the reference symbol of the preparing agency on the SECOND line below the last line of the preceding comment. Do not repeat the date and basic office symbol of CMT 1 nor the subject. Type TO on the SECOND line below the THRU address or the writer's identification line, whichever is lower. Align the TO address with the THRU address.

FOR THE COMMANDER:

2 Encls

wd all encls

CHARLES R. TURNER, JR.

Captain, AG

Adjutant

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

☆ GPO : 1987 O - 172-428

Figure 3-7. Disposition Form and Comment 2 showing a "THRU" address

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AGCR (MARKS NUMBER)	IN TURN Disposition Form with Multiple Comments
TO IN TURN G4 Compt G1	FROM AG DATE 16 May 87 CMT 1 SFC Graham/mm/53894
Please let me have your comments on the enclosed AR 340-20 by 5 Jun 87. G1 will combine and forward all comments.	
Encl	JOHN J. DONALD Colonel, AG Adjutant General
AIBKA-LO	
TO Compt	FROM G2 DATE 16 May 87 CMT 2 SFC Lewis/jjj/53102
Comments on AR 340-20 are enclosed.	
2 Encls 1. nc Added 1 encl 2. as	RICHARD R. ROE Colonel, GS ACofS, G4
AIBKA-CO	
TO G1	FROM Compt DATE 21 May 87 CMT 3 SFC Sallis/mjs/54609
Comments on AR 340-20 are enclosed.	
3 Encls 1-2. nc Added 1 encl 3. as	RICHARD B. ROGERS Colonel, GS Comptroller

DA FORM 2496
AUG 80

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AGNO • 1987 O - 172-428

Figure 3-9. "IN TURN"Disposition Form with multiple comments

AIBKA-CE (AGCR/16 May 87) (MARKS NUMBER)
SUBJECT: "IN TURN" Comment on a Separate Page

TO AG

FROM G1

DATE 22 May 8 CMT 4
2LT Supportman/dlc/56780

Comments on AR 340-17 from G4 and COMPT have been consolidated with comments from G1 and are forwarded as requested.

4 Encls
1, 2, and 3. nc
Added 1 encl
4. G1 Comments
on AR 340-17

WILLIAM A. PEARLMAN
LTC, GS
ACofS, G1

2

Figure 3-10. IN TURN separate page comment

AFVF-CDR (ABCD-EF/14 May 87) (MARKS NUMBER)
SUBJECT: Preparing a Same-Page IN TURN Comment

IN TURN
CDR, 1-81 Mech
CDR, 1-082 Mech
CDR, 1-3 Army
CDR, 1-41 FA

FROM CDR, 52d Mech

DATE 20 May 87 CMT 4
2LT Matthews/ns/55102

1. Begin the next comment two lines below the last line of the previous comment.

2. When preparing an IN TURN comment, type the words IN TURN flush with the left margin. Type addressees as shown above. Position all other remaining elements of the comment as for any separate page comment.

FOR THE COMMANDER:

Encl
wd

BILLY J. JACK
Major, AG
Adjutant

4

Figure 3-11. Preparing a separate-page multiple-addressee IN TURN comment

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT						
AJFK-SFC-S (MARKS NUMBER)	Overweight Program (Example only)						
TO	SP4 John J. Soldier 123-45-6789 SIG CO, 7TH AFG (ABN)	FROM	CDR, Sig Co, 7TH SFG (ABN)	DATE	5 May 87	CMT 1	SFC May/kl/51331
<p>1. The records of this unit's weigh-in conducted during April 1987 show you weigh 211 pounds. The proper weight for your height (69 inches) is 186 pounds. You are, therefore, 25 pounds overweight.</p> <p>2. Because of this I have enrolled you in the Army Overweight Program. You will weigh-in at Troop Medical Clinic #13 between 1300 and 1500 every Wednesday. Since I am the only authority who can release you from this requirement, you will continue in this program until I notify you in writing that you are relieved.</p> <p>3. Furthermore, according to AR 600-9 and AR 601-280, you are not eligible to reenlist without a waiver. I will not grant a waiver unless I determine, based on weekly progress reports, that you are making a sincere effort to reduce your weight.</p> <p>4. Please acknowledge receiving this DF by a CMT 2 below.</p> <p style="text-align: right;">M.M. CAINE Captain, SC Commanding</p> <p>AFJK-SFC-S</p> <p>TO CDR, Sig Co, 7th SFG (ABN)</p> <p>FROM Soldier, John J.</p> <p>7 May 87 CMT 2 SP4 Soldier/rmk/57890</p> <p>I hereby acknowledge receipt of the basic correspondence. I elect not to submit any statement in rebuttal.</p> <p style="text-align: right;">JOHN J. SOLDIER 123-45-6789 SP4, Sig Co, 7th SFG (ABN)</p>							

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

☆ GPO : 1937 O - 172-42R

Figure 3-12. Same page comment from an individual

AFJK-SFC-S (AFJK-SFC-S/5 May 87) (MARKS NUMBER)
SUBJECT: Overweight Program

TO CDR, Co B, 1st Bn, FROM SMITH, John J. 9 Mar 88 CMT 2
2d Inf, 99th Inf Div SP4 Smith/mns/53214

1. I hereby acknowledge receipt of the basic correspondence.
2. I would like to submit the following information in rebuttal: The individual indicated in the basic correspondence has number 123-45-6789 as his Social Security number. My number is 777-77-7777. Therefore, this correspondence does not apply to me.

JOHN J. SMITH
777-77-7777
SP4, Co B, 1st Bn

Chapter 4 Preparing Letters

4-1. General

This chapter provides instruction for preparing letters. Specific formats and instructions come from the Office of the Secretary of the Army (OSA). Do not change or supplement these instructions without the approval of the proponent of this regulation.

4-2. Use

Use the letter for official business with non-DOD and DOD civilians and military members addressed by name. Use the letter also when corresponding with a civilian agency, or other government agency officials, including state and local. Letters may be used for official personal correspondence by military and civilian personnel, for letters of welcome, and letters of appreciation or commendation.

4-3. Type styles

In general, large type is easier to read. The preferred type style for all correspondence signed by the Secretaries of the Army and Defense is pica, courier 10-pitch, or prestige 10-pitch. Executive type produced by executive style typewriters is also acceptable. Do not use unusual type styles such as script. If 10-pitch is not available, do not buy new typewriters or word processors just to meet this standard.

4-4. Response phrases

Do not use phrases like, *The Secretary has requested that I reply: The Secretary desires that I reply; or On (or In) behalf of the (name)* unless the Secretary of the Army has specifically directed such a phrase.

4-5. Abbreviations

Avoid abbreviations, brevity codes, acronyms, and military jargon that may not be familiar to the reader. When it is absolutely necessary to use abbreviations, spell them out the first time and follow with the abbreviation in parentheses. (See para 1-21.)

4-6. Appropriate replies and responses

Use a letter to reply to other letters unless the originator requests otherwise. Do not endorse letters. Forward a letter (for example, a letter of appreciation) through proper channels by attaching a brief memorandum to it.

4-7. General rules

a. Paper. The standard size of paper for the letter is 8½ by 11 inches.

b. Original pages. Use white letterhead stationery for the first page and use plain bond paper for all continuing pages.

c. Copies. Use manifold carbon sets, when available. When these are not available, make copies on a copy machine.

d. Margins. Adjust the margins on the page, centering the body of the letter as if it were going to be placed in a picture frame. Generally, allow left and right margins 1 to 1½ inches or more. Do not justify right margins. When preparing two or more pages, leave at least a 1-inch margin at the bottom of the page.

e. Addressing. General guidance for addressing a letter.

(1) When a Member of Congress is a chairman or chairwoman of a committee, use the greeting *Dear Mr. Chairman:* or *Dear Madam Chairman:*. One method of determining if a Member of Congress is a committee chairman is to look at the letterhead and title used in the member's signature. If there is still doubt, call the writer's office. Also, see appendix C for the proper addressing of letters.

(2) Some titles do not recognize gender (for example, Mayor, Governor, Senator, Judge). Use as appropriate: *Dear Mayor...., Dear Governor*, and so forth. Also see appendix C for the proper addressing of letters.

(3) The title, *Honorable*, is earned under prescribed conditions and once earned can be used for life, if the holder desires, regardless of future positions. If unsure of proper usage, check appropriate references.

(4) Some titles are so long that they should be broken into two or more lines. In the case of subcommittees of Congress, or other such bodies, also include the parent committee on the address.

f. Points of contact. Use the last paragraph of a letter to provide points of contact. See also paragraph 1-30.

4-8. Format

The letter consists of three major parts—the heading, the body (text), and the closing. Each part and its sub-elements are discussed in detail in the following paragraphs and in figures 4-1 through 4-6.

a. Heading. The heading consists of five elements—the date, the *Reply to Attention Of* line, the subject line, the address and the salutation. (See fig 4-1.)

(1) *Date.* Type the date in civilian style (for example, January 4, 1988) and center it on the letterhead page two lines below the heading. Do not use date stamps on original copies. Normally date letters after they are signed.

(2) *Reply to Attention Of line.*

(a) Office symbols (figs 4-1 and 4-3) rarely have any meaning and appear awkward to civilian recipients of a letter. Do not use them on the original letter. It is better to use an understandable phrase or title, such as *Comptroller, Directorate of Training, Director, Futures and Concepts*, if it does not appear awkward (see para 4-8a(2)(c) for exception). If a more specific return address is required it may be included in the text of the letter. Use office symbols on file copies for easy reference or filing.

(b) Type the office titles on the second line below the seal, starting at the left margin. If the letterhead address contains more than three lines, thereby bringing it near the bottom of the seal, type the date as usual two lines below the last line of the letterhead address. Type the office title on the second line below the date, starting at the left margin.

(c) Do not use office titles on the originals of correspondence prepared for signature by the Secretary of the Army.

(d) There is no set number of lines between the *Reply to Attention Of* line and the first line of the address. Try to frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

(3) *Subject line* (fig 4-5).

(a) Only use subject lines in the Army style letter when absolutely necessary or when they will serve a useful purpose. For example, use subject lines when dealing with contracts or procurement actions.

(b) Type subject lines on the second space below the reference line, or the second line below the seal when no reference line appears, beginning at the left margin.

(c) Do not use subject lines on letters to be signed by the Secretary of the Army except where the Secretary of the Army specifically requires this.

(4) *Addresses.*

(a) Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, U.S., P.O. Box, Mr., Mrs., Dr., Jr., Sr., 2d., II, III, Ret., and the points of the compass: NE., NW., SE., and SW. Always spell out state names.

(b) There is no set number of lines between the *Reply to Attention Of* or *Subject* lines and the address. Evenly space the letter on the page.

(5) *Salutation.* Type the salutation on the second line below the last line of the address. (See app C.)

b. Body (text).

(1) Type the first line of the body of the letter on the second line below the salutation.

(2) Indent four spaces and begin typing on the fifth.

(3) Leave at least a 1-inch margin at the bottom of multiple page letters.

(4) If more than one page is needed (fig 4-2), type a minimum of two lines on the continued page. Center the page number on the fifth line from the top edge of the paper. Use a dash on each side of the page number.

(5) Start the first line of the text on the fifth line below the

number of the page, keeping the margins the same as those of the preceding page(s).

(6) Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When using only one subparagraph, indent four spaces, type the dash on the fifth space, space twice, and begin typing as shown in figure 4-4. When more than one subparagraph is needed, use letters of the alphabet (a,b,c,d) to indicate subparagraphs (fig 4-5). Further subparagraphs should never be used. Indent subparagraphs four spaces and begin typing on the fifth. Use single spacing even when a letter contains only one paragraph. For effective paragraphs do not use more than 10 lines.

c. *Closing* (fig 4-2). The closing has three sub-elements: (1) complimentary close, (2) signature block, and (3) enclosure or copy furnished.

(1) *Complimentary close*. Start the closing on the second line below the last line of the letter. Begin at the center of the page.

(2) *Signature block*.

(a) Type the signature block on the fifth line below the closing, beginning at the center of the page.

(b) Type the signature block in upper and lower case. Do not use abbreviations in the signature block except U.S. Army, Jr., Sr., II, and III. When using U.S. Army, use proper punctuation and space as shown here. Use the title "Jr." and the individual's full title to

improve clarity. Whenever the Secretary of the Army signs on personal letterhead, do not use a title.

(3) *Enclosure or attachment*. Use either *Enclosure* or *Attachment* as long as it is consistent with the words used in the text. Type *Enclosure* or *Attachment* at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. If there is more than one enclosure, show the plural form (for example, *Enclosures* (Encls) or *Attachments*(Atchs)). Be sure enclosures or attachments are fully identified in the text. Do not use the words *As Stated*.

(4) *Copy Furnished*.

(a) Never use *Copy Furnished* on letters signed by the Secretary of the Army. If it is necessary for other signers to furnish a copy or copies to anyone other than the addressee, place a statement in the body of the letter, preferably in the last paragraph, indicating that copy (copies) is (are) being furnished and to whom, for example, "I am forwarding a copy(or copies) of this letter to (name and address)." (See fig 4-6.)

(b) Place the annotation for *Copy Furnished* or *Copies Furnished* (CF) at the left margin on the second line below the last line of the signature block or enclosure listing, whichever is lower. List to whom the copy (copies) was(were) furnished, beginning on the second line below *Copy Furnished*, as shown in figure 4-6.

(c) If enclosures are listed, place the copies furnished two lines below the enclosure listing flush with the left margin.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



1
2 July 1, 1987

Manpower Programming
Division

Mr. John A. Doe
123 Main Street
Nashville, Tennessee 73695

1
2 Dear Mr. Doe:

1
2 Adjust margins to where the letter is framed on the page.
2 Use a 10-pitch, common type style. See also paragraph 4-3.

Type dates in civilian style and center two lines below the last line of the letterhead. Do not use date stamps on original copies. You may use them on file copies.

The REPLY TO ATTENTION OF line is explained in paragraph 4-8. There is no set number of lines between the REPLY TO ATTENTION OF line, when preprinted on the letterhead and the first line of the address. Frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

Do not use abbreviations in the address or signature blocks. See paragraph 4-8.

Single-space the body of a letter with double spacing between paragraphs.

Type the salutation on the second line below the last line of the address.

Type the first line of the text of the letter on the second line below the salutation.

Indent four spaces and begin typing on the fifth for the first line of the paragraph. Do not number paragraphs.

When you need more than one page, there should be a minimum of two lines of text on the second page.

Leave at least a 1-inch margin at the bottom of multiple-page letters.

Figure 4-1. Basic letter format

1
2
3
4
5

When more than one page is required, center the page number on the fifth line from the top edge of the paper. Use a hyphen on each side of the page number.

Start the first line of the text on the fifth line below the number of the page, keeping the margins the same as the preceding page(s).

Start the closing on the second line below the last line of the letter. Begin at the center of the page.

Signature blocks will be in upper and lower case. Do not use abbreviations except those authorized in paragraph 4-8. Military personnel will use "U.S. Army" following their rank. Branch designations and "General Staff" have no meaning to the general public.

Whenever the Secretary of the Army signs on personal letterhead, do not use a title.

You may use either "Enclosure" or "Attachment" as long as it is consistent with the words used in the text. Type the word "Enclosure" or "Attachment" at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. Fully identify enclosures or attachments in the text. When there is more than one enclosure or attachment, use the plural form of the word.

1
2
1
2
3
4
5

Sincerely,

Nathan I. Hale, Jr.
Major General, U.S. Army
Commanding Officer

1
2

Enclosure

Figure 4-2. Continuation of a letter



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



1
2 July 24, 1987

Director, Futures and Concepts

Honorable Janet R. Wise
Mayor of Woodbridge
Woodbridge, Virginia 22191

Dear Mayor Wise:

In a letter to a civilian, office symbols rarely have any meaning and appear awkward. They should only be used on the original letter when absolutely needed. Even here it is better to use an understandable phrase or title, such as "Director of Training," "Comptroller," "Director, Futures and Concepts," if you can do it without appearing awkward. If you need to provide a specific return address, put it in the last paragraph. For easy reference or filing, use office symbols on file copies.

Type office titles on the second line below the seal starting at the left margin. When the letterhead contains four or more lines, type the office title on the second line below the date, flush with the left margin.

Do not use office titles on the original correspondence prepared for the Secretary of the Army's signature.

Sincerely,

John L. Ribbons, Jr.
Director, Futures and
Concepts

Figure 4-3. Use of office symbols and titles



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



1
2 July 1, 1987

Automation and Military
Support Operations

Lieutenant General John R. Brown
Commander
(full address)

Dear General Brown:

Single-space the body of a letter with double spacing
between paragraphs.

Use single spacing when a letter contains only one
paragraph. Effective paragraphs should not contain more than
10 lines.

Do not number or letter paragraphs of a letter. Avoid
subparagraphs when possible. If you have more than one
subparagraph, use letters of the alphabet (a, b, c, d) to
indicate subparagraphs. Indent subparagraphs four spaces and
begin typing on the fifth space. Don't use any more subpara-
graphs. If you only use one subparagraph, indicate that
subparagraph by a hyphen as shown below.

- Indent four spaces, type the hyphen on the fifth space,
space twice, and begin typing as shown.

Sincerely,

William H. Casey, Jr.
Colonel, U.S. Army
Chief, Support Operations

Figure 4-4. Spacing and letter with one subparagraph



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



1
2 July 1, 1987

Contracts Office

SUBJECT: Use of Subject Lines on Letters

Mr. John A. Doe
1234 Connecticut Avenue, NW.
Washington, DC 20009

1
2
1
2

Dear Mr. Doe:

Only use subject lines on letters when it is absolutely necessary and when they will serve a useful purpose such as dealing with contracts or procurement actions.

a. Type subject lines on the second line below the reference line or the second line below the seal when no reference line appears. Begin at the left margin.

b. Do not use subject lines on letters the Secretary of the Army will sign except when the Secretary asks that a subject line be used.

1
2
1
2
3
4
5

Sincerely,

John L. Richardson III
Colonel, U.S. Army
Director, Community Life

Figure 4-5. Letter with two subparagraphs and subject line



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



1
2 July 1, 1987

Administrative Management
Directorate

Honorable Bernard B. Nice
Chairman
Armed Services Appropriations Committee
United States Senate
Washington, DC 20510

1
2
1
2

Dear Mr. Chairman:

Use "Copies Furnished" when necessary except on correspondence the Secretary of the Army will sign. Place the words "Copy Furnished" on the second line below the last line of the signature block.

- List to whom copies were sent starting on the second line below "Copies Furnished", as shown below.

1
2
1
2
3
4
5

Sincerely,

Patrick J. O'Reilly III
Brigadier General, U.S. Army
Deputy Chief of Staff, Flight
Systems Training

1
2
1
2

Enclosure

Copies Furnished:

Defense Supply Service-Washington
Vendor, XYZ Equipment Company

Figure 4-6. One paragraph and one subparagraph and copies furnished

Chapter 5 Enclosures, Attachments, Tabbing, and Assembling for Military Correspondence

5-1. General

This chapter states DA policy for listing enclosures on military correspondence, tabbing correspondence packages, and assembling correspondence. The general rule for using enclosures in correspondence is: *be consistent*. Do not list the number of enclosures on letters. (See chap 4 for additional guidance.)

5-2. Enclosures and attachments

a. Use. Enclosures and attachments are documents that come with the basic communication; they are required to complete the action or to keep the body as brief and concise as possible. Do not withdraw enclosures if it will affect the completeness of the correspondence. The terms *enclosures* and *attachments* are synonymous. If in the text of a letter the writer states "attached are," then use the term attachments. If the writer states "enclosed are," then use the term enclosures. Be consistent with the terminology used in the text, do not mix the terms in the same correspondence. The terms *attached* or *attachments* are not appropriate for use in memorandums. (See para 1-45.)

b. Placement of enclosure listing. Begin listing enclosures at the left margin on the same line the signature block begins. Placement of the word "enclosure" is different for the letter. (See chap 4.)

c. Methods of listing.

(1) Capitalize the first letter in the first word of a listed enclosure, except for abbreviations *as* (as stated), *nc* (no change) and *wd* (withdrawn), which will always be in lower case. Use the abbreviation *as* (as stated) for clarity when listing multiple enclosures. For example:

4 Encls
1-3. nc
Added 1 encl
4. as

or

3 Encls
as

(2) When identifying enclosures in the body of the correspondence, type the total number. If there is only one enclosure, do not use a number to indicate this. (See chap 4 for procedures for enclosures to letters.)

(3) Account for enclosures not identified in the body of the correspondence by indicating the total number; listing each by number when there are two or more; and describing each briefly. When there is only one enclosure, account for it without a number. Use approved abbreviations in identifying enclosures. Abbreviate the word "enclosure" in memorandums but *not* in letters. When there is more than one enclosure, use the plural form for the abbreviation. For example:

4 Encls
1. AR 340-9
2. AR 10-05
3. AR 5-9
4. AR 1-35

(4) When some enclosures are identified and others are not, list as follows. (Assume enclosures 1 through 3 are identified and 4 and 5 are not.)

5 Encls
1-3
Added 2 encls
4. Memo, OSA, 16 Apr 88
5. Memo, USAISC, 20 Apr 88

or

5 Encls
1-3. nc
Added 2 encls
4-5. nc

This example shows that the original correspondence contained 3 enclosures and 2 were added. No change was made to 1 through 3, and 4 and 5 were added and fully identified in the text.

d. Identification.

(1) Write the abbreviation of the word "enclosure" (Encl) and the number in pencil at the lower right corner of the first page of each enclosure before making any required copies. Pencil markings can be easily erased or changed if the enclosure is withdrawn for use with other correspondence.

(2) If there is more than one copy of the enclosure, place an additional number to the right and above the enclosure number to indicate whether it is the first, second, or other copy (for example, Encl 1¹, Encl 1²). Identify enclosures to enclosures as "Encl 1 to Encl 1," "Encl 2 to Encl 1," and so forth.

(3) When an enclosure is sent separately from the correspondence, write it in the body of the correspondence and add a short note to the enclosure when forwarded. Add *fwd sep* (forwarded separately) behind the identification of the appropriate enclosure. For example:

Encl

Station List fwd sep

e. Withdrawal, addition, or no change.

(1) When forwarding correspondence, account for all enclosures. This includes all enclosures that are withdrawn or added. The enclosure or attachment line (2 Encls, 4 Encls, 6 Encls, and so forth) must act as an audit trail for all enclosures that have ever been a part of the correspondence. For example, assume that a letter comes with four enclosures. In preparing the action for forwarding, either withdraw or add enclosures.

(a) Original case as listed:

4 Encls
1. Memo, ABCD-EF, 3 Apr 88
2. AR 340-15, 12 Nov 86
3. Memo, OSA, 16 Apr 88
4. Memo, USAISC, 20 Mar 88

(b) Single enclosure (one of the original 4) withdrawn:

4 Encls
wd encl 1
2-4. nc

(c) Multiple enclosures (1 through 3 of the original 4) withdrawn:

4 Encls
wd encls 1-3
4. nc

(d) Duplicate copy of an enclosure withdrawn:

4 Encls
Dupe cy encl 3 wd

(e) All four of the original enclosures withdrawn:

4 Encls
wd all encls

(f) If the respondent wishes to add enclosures, he/she should number them sequentially (i.e., 5,6,7). If a receiving action officer wants to add two enclosures (5 and 6) after enclosures (1-4) have been removed, they would write:

6 Encls
wd encls 1-4
Added 2 encls
5. Cy ltr, Army Pers Bd, 1 Jul 88
6. Ltr, Walter Reed, 5 Jul 88

(g) No changes made in enclosures:

4 Encls
nc

(h) Two enclosures (5 and 6) added to the original 4:

6 Encls
1-4. nc
Added 2 encls
5. Cy ltr, Army Pers Bd, 1 Jul 88
6. Ltr, Walter Reed, 5 Jul 88

(i) Two of the original four enclosures withdrawn (1 and 3), no change in two (2 and 4), and two new enclosures (5 and 6) added:

6 Encls
wd encls 1 and 3

2 and 4. nc
Added 2 encls

5. Cy ltr, Army Pers Bd, 1 Jul 88

6. Memo, Walter Reed, 5 Jul 88

(j) All six enclosures withdrawn and two new enclosures (7 and 8) added:

8 Encls

wd encls 1–6

Added 2 encls

7. Cy ltr to MILPERCEN, 9 Jan 84

8. Cy ltr to DCSPER, 12 Mar 84

(2) When withdrawing enclosures to an enclosure, show the total number of enclosures and indicate the number of each enclosure withdrawn. Example:

Encl

Memo, OSD, 21 Apr 88

w/3 encls, wd encl 5 to encl 2

(3) When there is only one original enclosure and it is withdrawn:

Encl

wd

f. Enclosure first appended by endorsement or comment. When appending an enclosure with an endorsement to a memorandum, or a comment to a DF with no previous enclosures, identify the enclosure without using the word “added.” For example, assume that a basic letter has three endorsements without any enclosures. Prepare a fourth endorsement and add (append) an enclosure. In this case, list the enclosure as “Encl” (with its description), or simply as “Encl” if the enclosure has been identified in the body of the endorsement. Do not list the enclosure as “Added 1 encl.”

5–3. Tabbing enclosures or attachments

If correspondence has many enclosures or attachments, tab each one. This helps the reader easily find enclosures or attachments (fig 5–1). Unless legal procedures dictate otherwise, use paper, cloth, or clear plastic index tabs. Only use numbered or printed looseleaf binder index sets when no others are available or when a full set is needed. Put the tabs on the right-hand side of blank sheets of paper (above the identified enclosure or attachment). Position the first tab

¼ to ½ inch from the top of the page. This ensures that all tabs are visible and evenly spaced. If an enclosure or attachment has its own enclosures or attachments which need tabbing, use a different color or type of tab to identify these secondary documents. Avoid tabbing these secondary documents unless the specific information located there was in the text of the correspondence.

5–4. Tabbing correspondence packages

a. The following guidance is provided to assist in tabbing a correspondence package forwarded for signature or approval. Identify the tabs in the document. Tabs may be any letter or number as long as they are consecutive and are fully identified in the text.

(1) First tab—correspondence to be signed or material to be approved.

(2) Second tab—document that started the action (that is, the incoming correspondence, message, or tasking documents).

(3) Subsequent tabs—backup information and staff coordination comments.

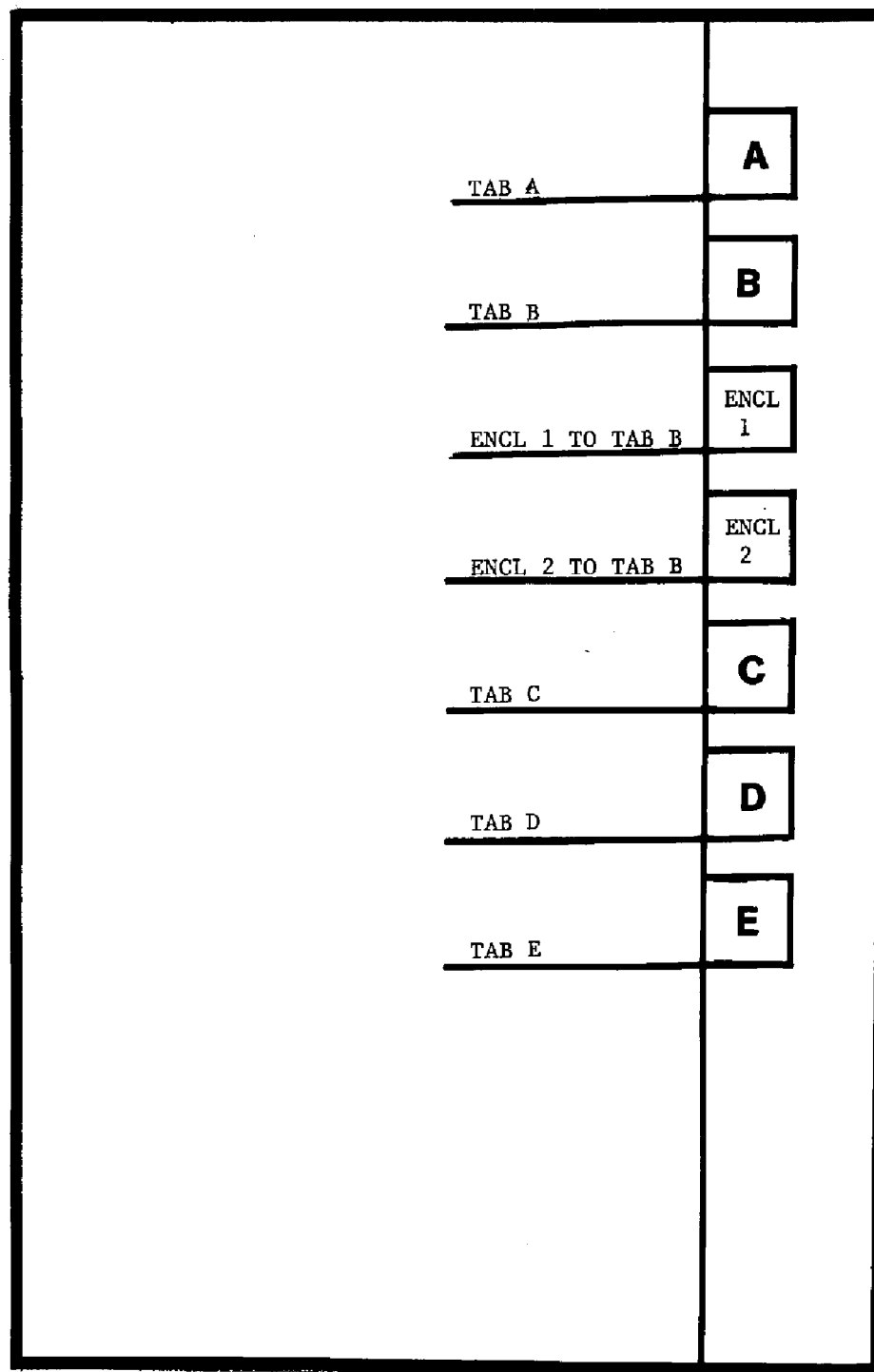
b. Position tabs on separate blank sheets of paper as specified in paragraph 5–3.

c. Local procedures will dictate any specific requirement regarding the type or color of tabs.

5–5. Assembling

a. Assemble correspondence as shown in figures 5–2 and 5–3.

b. When preparing a correspondence package, arrange every page for the reader’s convenience. The reader should be able to read every page without having to rotate the entire package. In most cases, the top of the page will be along the short side of the paper. (For 8½ × 11 paper the top of the page will usually be along the 8½ edge of the paper.) When this is the case, place the page face-up into the package with the side to be bound on the left margin of the page. In some cases, the top of the page will be on the long side of the paper (along the 11 side for 8½ × 11 paper). For pages typed this way, place them face-up into the package with the short side to the left. If a long page hangs over the right margin when you put it in the correspondence package, fold the excess under.



POSITION FIRST TAB
1/4 TO 1/2 INCH FROM
TOP OF PAGE

SPACE SUBSEQUENT TABS
APPROXIMATELY 1/4 INCH
APART

NOTE:
Tabs may be any letter or
number, as long as they
run consecutively, if more
than one tab is required and
are fully identified in the
text. (See paragraph 5-4).

Figure 5-1. Tabbing correspondence

PAPERS FOR SIGNATURE AND DISPATCH AND PAPERS TO BE RETAINED

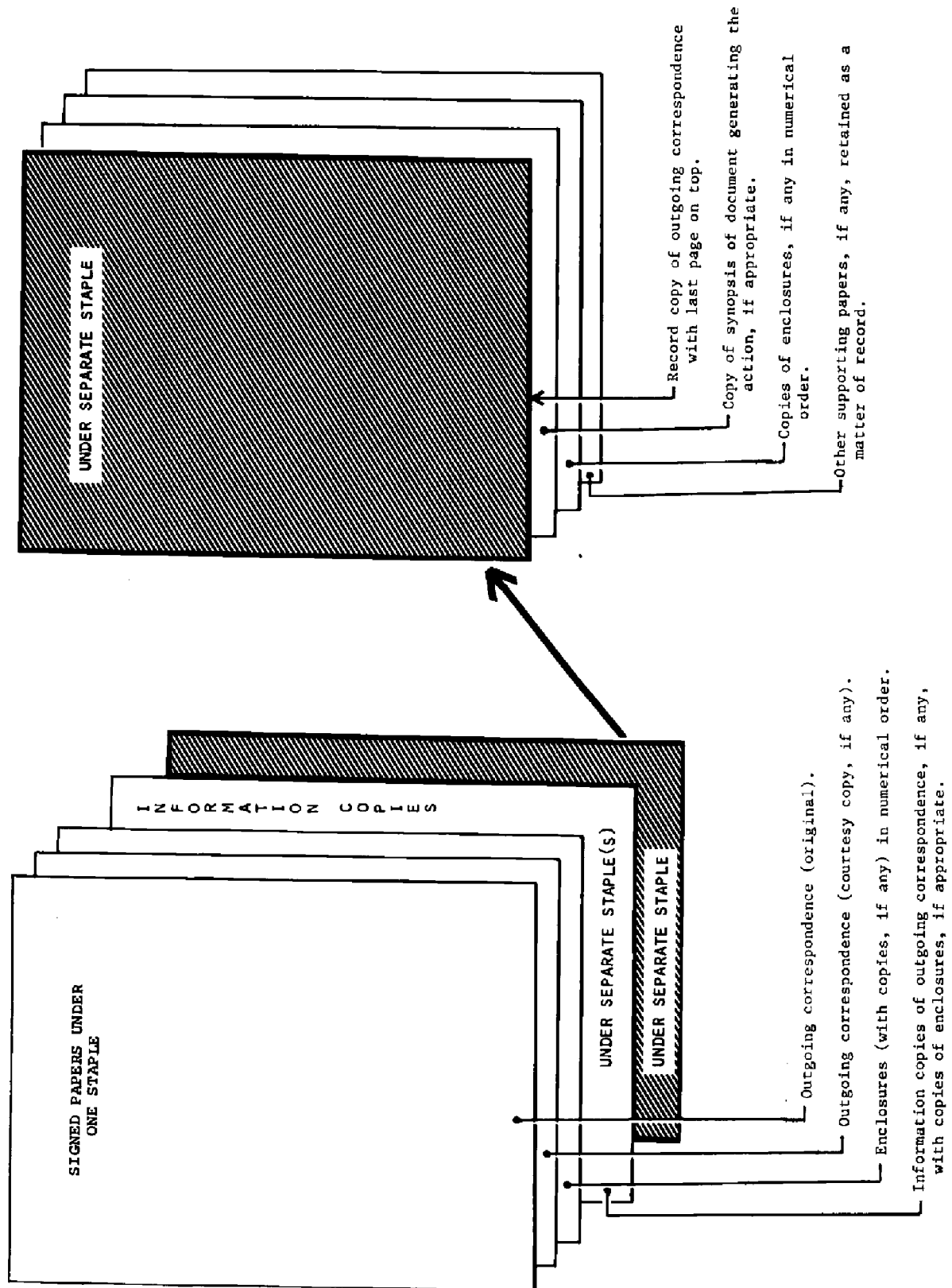


Figure 5-2. Assembling memorandums

PAPERS FOR SIGNATURE AND DISPATCH AND PAPERS TO BE RETAINED

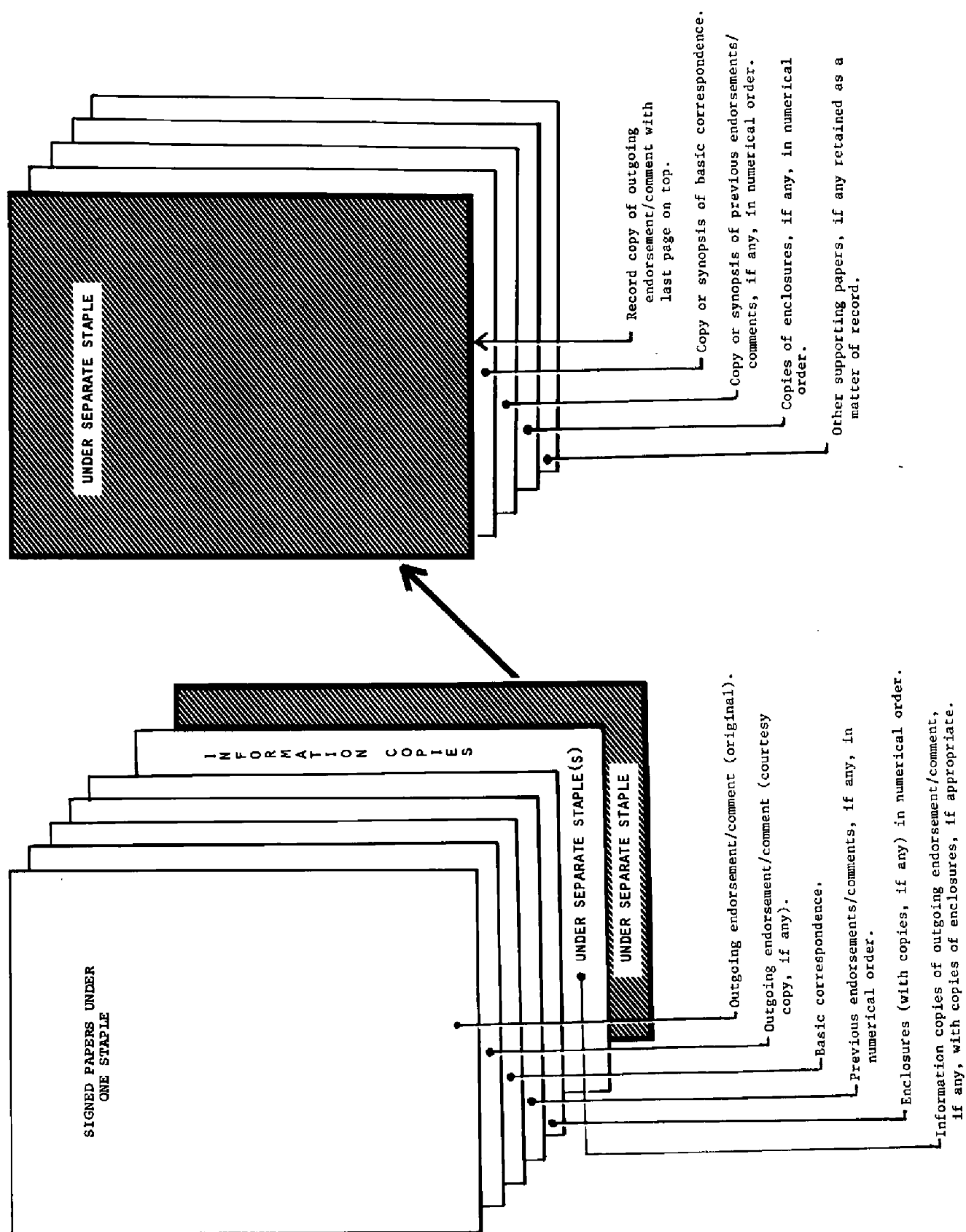


Figure 5-3. Assembling endorsements and comments

Chapter 6 Preparing Department of the Army Official Mail

Section I General

6-1. Reducing mail cost

This chapter applies U.S. Postal Service (USPS) guidelines for both automated and manually processed DA official mail. Using these guidelines will reduce costs and expedite distribution. All DA correspondence or official mail must follow these guidelines.

6-2. Existing supplies

Use existing stock of envelopes until the supply runs out or becomes obsolete. Do not restock with items that violate the guidelines in this chapter, AR 340-3, or in DOD 4525.8-M. Computer-generated printouts may be corrected to comply with these guidelines during normal reprogramming or redesigning for other purposes.

Section II Envelope Size

6-3. Size

Do not use a letter-sized envelope that measures less than 3½ by 5 inches or one that measures more than 6⅞ by 11½ inches.

6-4. Selection of envelopes

- a. Use the smallest available envelope that will fit the item.A

Table 6-1
Selecting the Right Envelope

Item Size/ Type of Envelope	Type of Mail	Envelope Size
8½ × 11/Window	Can be folded to ¼" thickness	4 ⅞ × 9½
8½ × 11/Window	Items which cannot be folded	8 ½ × 11½
Any size/Nonwindow	Cannot be folded, e.g., booklets or pamphlets	A size where there is more than ½ inch on any of the four sides.
Any size/Nonwindow	Bulk—a number of items to the same address	A size to fit largest item. (Do not delay mail to fill an envelope.)
Any size/SF 65 (U.S. Government Messenger Envelope)	Unclassified (and FOUO) mail within an agency or HQ in a different building.	
Any size/SF 65	Address through official Army channels.	

Section III Addressing Correspondence and Mail

6-7. Address position

a. *Military correspondence.* The address should have a uniform left margin and be legible. Omit punctuation to conserve character spaces. Single or double space. Use as many lines as necessary.

b. *Letters.* The inside and outside addresses should be identical. Make sure they are error-free.

c. *Address format.* Use this format for addresses:

- (1) Top line—name of recipient.
- (2) Next line(s)—information/attention line.
- (3) Line above last—delivery address.
- (4) Last line—city, state, ZIP Code.

d. *Placement of unit, apartment, mailbox, office, or suite number in the address.* Place that information at the end of the delivery address line. If there is not enough space on this line, place it on the line immediately above the delivery address.

close fit will provide the least chance for damage. Do not use Kraft type envelopes for any correspondence that will fit in a letter-sized envelope.

b. Unclassified correspondence requires no envelope when sent within the same building or headquarters. The address on the face of the correspondence is sufficient.

c. Table 6-1 provides specific guidelines for selecting the right envelope.

d. Select envelopes for classified material according to AR 380-5.d

6-5. Envelopes to avoid

a. Avoid using envelopes larger than 9 by 12 inches unless absolutely required.

b. Do not use standard penalty indicium envelopes.

6-6. Messenger envelopes

a. Use U.S. Government Messenger Envelopes (SF 65) for:

(1) Unclassified and For Official Use Only (FOUO) correspondence between elements of an agency or headquarters located in different buildings in the same general area.

(2) Unclassified and FOUO correspondence through official Army channels.

b. Write the address legibly. Handprint, stamp, or type in the space on the envelope. Cross off the last address and reuse the envelope until it is filled out or worn out. Use gummed labels for addresses if the envelope is filled out but still usable.

e. *Addressing military correspondence.* For addressing military correspondence, the standard two-letter state abbreviations may be used. The preferred location for the ZIP Code is on the same line as the post office and the state. However, if this is not possible, the ZIP Code may be placed at the left margin on the line immediately below the post office and state.

f. *ZIP Codes and state abbreviations.*

(1) *Military correspondence.* State abbreviations may be used. Place the ZIP Code on the same line as the post office and the state. If the ZIP Code will not fit on this line, put it at the left margin just below the post office and state line.

(2) *Letters.* Spell out states and territories (except for District of Columbia).

g. *Window envelopes.* Be sure that the complete address shows in the envelope window. Have at least a ¼-inch clearance between the window and both sides and bottom of the address in an envelope.

h. *Foreign mail.* Use capital letters and the full name of the post office and the country of destination. Include the postal delivery

zone number (if any). The address should have a uniform left margin. Put *only* the country name on the last line of the address.

i. *Type fonts to avoid.* Do not use italic, artistic, cryillic, and script-like fonts. The optical character reader (OCR) can not identify these type of fonts. Avoid character overlaps within words or ZIP Codes.

6-8. Address locations on larger than letter-sized (flat) mail

Enter the address on “flats” parallel to the long edge of the envelope and approximately in the center of the mail piece. Addresses may be handprinted legibly.

6-9. Return address

a. *Placement.* Show the return address in the upper left corner of all envelopes, labels, or other covers used for sending mail. Print, stamp, type, or hand-write the address.

b. *Use of office symbols with return address.*

(1) On military correspondence use the office symbol as part of the return address. Do not use office symbols with the return address on bulk mailing or individual letters.

(2) DA Staff agencies using the office address symbol system (AR 340-9) for addressing mail will enter the appropriate office symbol in the envelope’s return address area.

6-10. Envelope address

a. Use the same address on the envelope and letter.

b. Stamp or type the address.

c. Forward official correspondence about a reassigned member of the Army in a new envelope. Address it “To the Commander of” the individual concerned, and show grade and full name. Do not show individual Social Security numbers on the outside of the envelope.

d. Include an attention line on preaddressed or self-addressed envelopes to speed routing.

6-11. Mailing instructions

a. *Restrictions.* Mark mail classification on all mail. See AR 340-3 for information on mail classifications, special postal services, and placing related markings on your mail.

b. *Special service.* Do not use special postal services just to provide a record of mailing, delivery, or tracing.

(1) *Special delivery.* Do not use special delivery for Army mail.

(2) *Express mail.* Use Express mail as a last resort. Do not use it for directed actions or information requests. (See AR 340-3.)

c. *Limitations.* The only time registered, numbered, insured, certified, certificates of mailing, return receipts, or restricted delivery may be used is when required by:

(1) Law.

(2) Army regulation.

(3) DOD directive.

(4) Non-DOD governmental agencies with which DA must comply.

6-12. Postage provided

When stamped envelopes or loose stamps are received with correspondence, use the postage for mailing the reply.

6-13. Folding and fastening

a. *Folding.* Fold letters into three parts. Fold the bottom third forward over the text of the letter, and fold the top third back. This conceals the text so it cannot be read and still permits the use of window envelopes.

b. *Fastening.* Fasten a communication of two or more pages—or one containing enclosures—together in the upper left corner with paper clips or a staple when the correspondence will remain within the headquarters. When the message is going through the U.S. Postal Service, do not use paper clips, clamps, or similar metal fasteners. When using staples, keep the number to the minimum needed to fasten papers securely. Do not place staples in the address or text area of a communication.

6-14. Preparing envelopes for mailing

a. Before sealing, press all envelopes flat to remove as much air as possible.

b. Limit or compress a letter-sized envelope, so it does not exceed ¼ inch in thickness.

c. Seal each envelope securely. A major cause of machine jams is unsealed flaps on otherwise acceptable mail pieces.

d. Do not use heavy tape to seal envelopes. This adds extra weight and requires more postage.

e. See AR 380-5 for preparing envelopes containing classified material.

6-15. Special military mail

See AR 340-3 for instructions on the use of military ordinary mail (MOM).

Section IV

Addressing—Format and Content

6-16. Addressing

a. If your correspondence is for the head of a major department, send it to the individual by title, Department of the Army, Washington, DC 20310-XXXX. Some examples are: Secretary, Under Secretary, or an Assistant Secretary of the Army; the Administrative Assistant to the Secretary of the Army; the General Counsel; Chief of Legislative Liaison; Chief of Public Affairs; or Director, Office of Small and Disadvantaged Business Utilization.

b. See AR 340-9 for guidance on office symbols for HQDA agencies, selected activities of the Army Staff, and elements of the Army Staff.

c. Use the title of the activity head for correspondence to boards, military missions, commissions, and other such activities.

d. Follow DA guidance when sending correspondence to HQDA.

e. Use titles when addressing correspondence to commanders or heads of Army field commands. Route correspondence to the head of the office involved (by title), but inform intermediate headquarters when necessary.

6-17. Address form

a. Use titles when addressing communications to or from the head of an agency or the commander of a command, installation, or other organization. For example, Commander, First United States Army. Office symbols may be used in an abbreviated address.

b. Use AR 340-25 to address classified correspondence for North Atlantic Treaty Organization (NATO) commands. NATO does not have the authority to release to foreign nationals. These instructions pertain to the address on the correspondence and the envelope.

c. When addressing military correspondence to an individual by name show the military grade or civilian prefix, first name, middle initial (if known), and last name in that order. For military personnel, use the following service designation abbreviations after the addressee’s name: USA for U.S. Army; USN for U.S. Navy; USAF for U.S. Air Force; and USMC for U.S. Marine Corps.

6-18. Address content

a. *General.* Make sure addresses are complete and accurate, including the ZIP Code, except for abbreviated addresses. When using an APO number, do not show the location of an overseas unit, other than unclassified units listed in AR 340-25. Identification of classified overseas units could lead to a breach of security. Moreover, showing the geographic location of such units increases the cost of postage since senders must pay international postage rates.

b. *Addressing for the Automated Mail System.* This information will assist in proper addressing format for post cards and envelopes. Proper formats will allow the USPS automated equipment; OCRs and bar code sorters (BCSs) to process Army official mail in the most accurate and efficient manner currently possible.

(1) *Mail piece size.* In order to be processed by the OCR, mail pieces (postcards and envelopes) must be rectangular and must fall within the size standards prescribed in table 6-1.

(2) *Where to place the address.* In order to ensure that the OCR

reads the mailing address and not the return address (or information not pertaining to the address), an OCR“read area” has been identified. All characters on the last line of the address—the post office, state, and/or ZIP + four code—must be located within the OCR read area.

(3) *Proper line slant.* Ensure that the address lines are parallel with the bottom edge of the mail piece (this is especially important if address labels are used). Lines should not slant more than five degrees from the bottom edge.

(4) *Non-address information.* Military logos and any other markings, not part of the delivery address, may be placed anywhere on the mail piece provided they are: not in the bar code read area and not in the OCR read area positioned below the delivery address (street) line.

(5) *Print quality and color.* Print quality is the most important factor in addressing for OCR processing. Ensure the type is clear and sharp; try to avoid smudged characters and broken or faded strokes. Black ink on a white background is preferred. However, color combinations may be used which provide a print contrast of at least 40 percent. Reverse color printing (light character on a dark background) should be uniform(halftone screenings of less than 400 dots per inch may cause interference).

(6) *Clear areas for OCR read area.* To ensure the Optical Character Reader (OCR) can identify the bottom line of the address, nonaddress printing or marks of any kind should not appear within the OCR read area below the delivery address line (the line containing the street address, P.O. Box, or route number). This includes attention lines, account numbers, tic marks, underlines, boxes, computer punch holes, colored borders and similar nonaddress information. If such information must be part of the address block, it should be placed on the line directly above or below the name of the recipient. Otherwise, it should be relocated to other areas of the mail piece not designated as clear areas.

(7) *Bar code read area.* After the OCR has read the bottom line of the address, it will print a bar code representing the ZIP + four code on the bottom of the mail piece for use in the further electronic processing. Therefore, the area in which the bar code will be printed (the bottom right corner of the mail piece $\frac{5}{8}$ of an inch high and $4\frac{1}{2}$ inches wide) must remain clear of all printing.

(8) *Address format, type style, and spacing.* The address must be typewritten or machine printed in order for the OCR to recognize letters and numbers. If possible, the post office, state, and ZIP + 4 code should all appear on the bottom line. If space will not permit this, the ZIP + 4 code should be printed on the last line immediately below the post office and state and then positioned flush with the left edge of the address block.

(9) *To points within the continental United States.* For official correspondence to points within the continental United States, show the post office address of the agency, command, organization, or installation. For example:

Commander
U.S. Army Information Systems
Command
ATTN: AS-OPS-MR
Fort Huachuca, AZ 85613-5000

(10) *Exceptions for mail to commanders or individuals at staging areas enroute to overseas destinations.* Show the post office address of the agency, command, organization, or installation. Some typical examples are:

Commander
101st Airborne Division
Fort Campbell, KY 42223-5000
Commander
District Recruiting Command
12th and Spruce Street
St. Louis, MO 63102-5000

(11) *To points outside the continental United States.*

(a) *Originating within the continental United States.* Address correspondence to points outside the continental United States to the appropriate APO and city. For example: To the commander of a

classified or unclassified headquarters.

Commander in Chief
United States Army, Europe
APO New York 09403-XXXX

To the commander of a unit.

Commander
76th Engineer Battalion
APO San Francisco 96276-XXXX

(b) *Originating outside the continental United States.* If correspondence is going from one APO to another APO, and it is not going through the continental United States, show only the APO number. Omit the post office, city, and state. Example:

Commander
16th Sig Bn
APO 09039-XXXX

c. *ZIP Code.* The ZIP Code is a nine-digit number designed to reduce handling and speed mail deliveries. It improves mail service and reduced the cost. A complete address must include the proper ZIP Code. Type the ZIP Code two spaces after the last letter of the state. Include the four digit add-on (ZIP+four) in the forwarding address on all DA correspondence.

d. *State names.* Spell out the state and territory names on all letters with the exception of the District of Columbia—use DC. State names may be abbreviated in military correspondence. Use the U.S. Postal Service two-letter abbreviations, use the abbreviations listed in table 6-2.

Table 6-2
U.S. Postal Service Two-Letter State Abbreviations

State	Abbreviation
Alaska	AK
Alabama	AL
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD

Table 6-2
U.S. Postal Service Two-Letter State Abbreviations—Continued

State	Abbreviation
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

6-19. "To the Commander of ____"

Certain official correspondence cannot be addressed directly to the individual but requires the attention of his or her commanding officer. Address such correspondence to the commander of the individual; indicate the individual's grade, full name, social security number, and list-known unit of assignment. Do not use the abbreviation "SSN" in conjunction with the numbers. This will assure the continued identity of the material as official mail. Do not combine mail for several individuals in a single envelope.

6-20. Use of the term "Commander"

Use of the term *commander* for addressing correspondence and mail to officials previously addressed as "Commanding General" or "Commanding Officer." "Commander" applies only to the address portion of a communication. The terms "Commanding General" and "Commanding Officer" may be used in the body of a communication. On military correspondence, use the term "Commanding" in the signature block where use of "Commanding General" or "Commanding Officer" has been the practice. However, on letters use "Commanding Officer." Use the abbreviation "CDR" in correspondence and mail. Use "CDR" (all caps) for messages.

Chapter 7 Authority Lines, Signatures, and Signature Blocks

Section I Delegation of Authority

7-1. Delegation of signature authority

a. Delegation. The heads of organizations may allow others (including noncommissioned officers and civilian employees) to sign for them. In doing so, however, they are delegating authority, not responsibility. The commander of an organization or the head of an agency or office is responsible for the activities of his or her command, agency, or office. Commanders and heads of agencies or offices cannot share or delegate this responsibility. Commanders and heads of agencies or offices—to include all echelons of command and activities—may delegate their signature authority to their subordinates (including noncommissioned officers and civilian employees). Commanders may also authorize principal staff officers to decide who signs command correspondence. Those delegated to sign for commanders need to be qualified and show mature judgment in order to act on the commander's behalf. They must be able to perform specific actions under Army regulations or Federal Statutes. (For example, courts-martial, article 15, administering oaths, or other specific actions.) When a commander delegates signature authority the delegation should be to the lowest organization level practical. As a general rule, sign replies at a level no higher than the signing level on the incoming communication. Delegating signature authority serves the following purposes:

(1) It gives signing authority to people who do not normally have it.

(2) It lets people use their TDA/TOE position titles to get more visibility and responsibility.

b. Methods of delegation. Principal staff officers who exercise their authority in the normal course of their assigned duties do not require written delegation of authority. (For example, the DCSPER or DPCA signing correspondence relating to personnel policy or the Director of Engineering and Housing signing correspondence relating to engineer activities policy.) If necessary, the commander may withhold signature authority even for these staff officers. Delegation of signature authority in other cases needs to be in writing and accompanied by an explanation of the material for which the commander has approved signature delegations. Individuals delegated signature authority will use their own signature blocks and titles—(such as, TDA/TOE position title).

(1) Delegation may be in any written form considered appropriate by the commander or head of an agency or office. It could be a memorandum, DF, or local form designed for this purpose. Any delegation of authority is to the individual and not to the job title or description. Written delegation should address or contain the following:

(a) A statement that the commander or head of the agency or office retains the authority to cancel or withdraw delegated authority at any time.

(b) A statement that upon change of command or change of the agency head or office, all delegations are subject to review by the new commander who may choose to cancel or change some delegations.

(2) Delegated authority or responsibilities are automatically canceled upon the retirement, change of duties, or change of positions of the individual who has delegated authority. Delegated responsibilities are not inherent in a position.

(3) It is not necessary for an individual to be appointed adjutant general, assistant adjutant general, acting assistant adjutant general, adjutant, assistant adjutant, acting adjutant, or acting assistant adjutant to be delegated signature authority for the commander/director. Nor does delegation of signature authority imply appointment to these positions. Consult AR 614-100 (Assignments, Details, and Transfers) for further information on the requirements for and restrictions on serving as adjutant general, assistant adjutant general, acting assistant adjutant general, adjutant, assistant adjutant, acting adjutant, or acting assistant adjutant.

(4) Some circumstances may require an oral delegation. When this is the case, follow up in writing as soon as possible.

7-2. Delegation of authority line

a. General. When a person other than the commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the commander. Use an authority line when correspondence containing policy matters, command decisions, official recommendations, and tasking actions is signed for the commander or head of an agency by an authorized individual. (An authorized individual is one who has proper authority to sign for the commander or agency head.)

b. Exceptions. Omit the authority line on letters and on correspondence prepared for the personal signature of the head of a command, agency, or office. Also omit it when there is a mandatory phrase in the text, such as—

(1) "The Secretary of the Army directs. . ."

(2) "The Commander desires . . ."

(3) "the Commanding Office . . ." or "the Commander. . . has asked that I inform you . . ."

c. Placement. When used, place the authority line as shown in the figures of chapter 2 and type it in capital letters.

d. Omissions. When unsure about which authority line to use, omit it and later type or stamp it in when the letter is signed.

e. Delegated by Secretary of the Army. Only the Secretary of the Army can approve the signature delegation of "BY ORDER OF THE SECRETARY OF THE ARMY."

f. Delegated to the subordinate. When a subordinate has signature authority, the subordinate will use an authority line to show for whom he or she is signing. For examples see appendix D.

(1) FOR THE . . . If an agency or staff head delegates signatures in his or her area of responsibility, that is the authority line to use. For example see figure D-4.

(2) FOR THE COMMANDER: documents signed by the commander's staff normally use this authority line when the document pertains to command policy. For example see figures D-2 and D-6.

(3) FOR THE COMMANDER IN CHIEF: Use on correspondence signed by an authorized representative of a commander who bears the title "Commander in Chief."

g. Delegated with qualification. There are sometimes qualifications on delegated signature authority. Specific examples follow:

(1) BY ORDER OF THE SECRETARY OF THE ARMY: Used by the Total U.S. Army Personnel Agency on military personnel matters only.

(2) BY AUTHORITY OF THE SECRETARY OF THE ARMY: Used by the U.S. Army Finance and Accounting Center on Reports of Survey. See AR 735-11.

h. Deputy Chief of Staff. When signing for the DEPUTY CHIEF OF STAFF, make sure authority has been granted. See AR 10-5.

Section II

Signatures and Signature Blocks

7-3. Signatures

a. Use the regulation or directive governing the action involved to decide on the appropriate signature. If signature is not prescribed, write the signature as desired, which normally includes the full name. The individual may use an initial or initials in place of first and middle names. The typed name will match the signature. Once individuals decide on their official signature, they should use the same signatures for official actions throughout their employment or services with DA.

b. A signature is the name of the individual signed in black or dark blue ink. (See paragraph 7-10 for the use of facsimile signatures.)

c. If the person whose name is typed does not sign personally, the individual authorized to sign will sign his or her own name and add the word for in front of the typed name in the signature block. If an individual in the military signs for another, the signer should show his or her rank following the signature. If a civilian signs for an individual in the military, include his or her title (for example, Mr., Ms.).

d. In addition to signing the original correspondence, the signer will initial the record copy of the correspondence. If appropriate, stamp courtesy copies or information copies SIGNED or hand print "/s/" to avoid having to sign manifold tissue copies.

e. On THRU or IN TURN correspondence, when no comment is made, the signer will line out the appropriate address and initial and date the line out.

7-4. Signature block

a. General. The signature block will include—

(1) The name of the person who signs the military correspondence. Type, stamp, or print it in capital letters identical to the individual's signature, except as shown in (3) and (4) below.

(2) Rank, branch, and title of military official or title of civilian official except as shown in (3) below.

(3) "Commanding" for commanders to denote the active exercise of authority.

(4) Do not use abbreviations or titles designating religious and fraternal orders or academic and honorary degrees in signature blocks on official correspondence. Use them only in those cases where their use will either benefit or improve the image of the Army.

(5) "Commander's Signature" is required by Federal statute on certain forms. All other forms will have Authorized Signature or Signature of Approving Authority, Signature of Reviewing Authority, or other phrases as appropriate. The requiring document will state who is specifically authorized to sign as Authorized Signature and how to obtain authentication.

(6) Civilians will use only a two-line signature block consisting of name and title, unless a third line is necessary for a long title. Civilians should not use "DAC" on a signature block unless the civilian is attached to or serving with a multiple service organization.

b. Placement. Begin the signature block at the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

c. Omission. If the identity of the signer is not known, omit the signature block. It may be added by typing, or by rubber stamp on military correspondence, at the time of signature.

d. Form. Type the signature block of military officials on three lines: name, rank and branch of service, and title, in that order. If the title requires more than one line, continue it on the fourth line, indenting two spaces. Type the signature block of civilian officials on two lines: name and title, in that order. If the title requires more than one line, continue it on the third line, indenting two spaces. To preserve block style format on all signature blocks, use short title abbreviations (as outlined in AR 310-50) and any mixture of full or abbreviated rank and branch.

e. Examples of signature blocks. See appendix D.

f. Rank and branch abbreviations. See tables 7-1 and 7-2, and AR 310-50. Follow this guidance when abbreviating ranks or titles:

(1) Do not use rank abbreviations on letters.

(2) Use the full general officer rank on all formal or official correspondence (for example, Major General, Lieutenant General, and so forth). Use the abbreviation (for example, MG, LTG, BG) on informal correspondence.

Table 7-1
Rank Abbreviation

Abbreviations	Rank
GEN	General
LTG	Lieutenant General
MG	Major General
BG	Brigadier General
COL	Colonel
LTC	Lieutenant Colonel
MAJ	Major
CPT	Captain
1LT	First Lieutenant
2LT	Second Lieutenant
MW4	Master Warrant Officer
CW4	Chief Warrant Officer
CW3	Chief Warrant Officer
CW2	Chief Warrant Officer
WO1	Warrant Officer
CSM	Command Sergeant Major
SGM	Sergeant Major
1SG	First Sergeant
MSG	Master Sergeant
SFC	Sergeant First Class
PSG	Platoon Sergeant
SSG	Staff Sergeant
SGT	Sergeant
CPL	Corporal
SPC	Specialist
PFC	Private First Class
PV2	Private
PV1	Private

Table 7-2
Branch title abbreviations

Abbreviations	Branch
AD	Air Defense Artillery
AG	Adjutant General's Corps
AMSC	Army Medical Specialist Corps
AN	Army Nurse Corps
AR	Armor
AV	Aviation

Table 7-2
Branch title abbreviations—Continued

Abbreviations	Branch
CE	Communications Electronics
CH	Chaplains
CM	Chemical Corps
DC	Dental Corps
EN	Corps of Engineers
FA	Field Artillery
FC	Finance Corps
GS	Army General Staff: General Staff w/troops (duty detail only)
IG	Inspector General (duty detail only)
IN	Infantry
JA	Judge Advocate General's Corps
MC	Medical Corps
MI	Military Intelligence
MP	Military Police Corps
MS	Medical Service Corps
NG	National Guard Bureau (duty detail)
OD	Ordnance Corps
QM	Quartermaster Corps
SC	Signal Corps
TC	Transportation Corps
VC	Veterinary Corps

7-5. Personnel on active duty

a. Name. Sign the name plainly and legibly. It must be identical with the typewritten, stamped, or printed name.

b. Social security number. Use social security numbers in accordance with the guidelines of the Privacy Act of 1974 or as otherwise directed by this regulation.

c. Rank. The rank will be that in which served (for example, Colonel, Lieutenant Colonel, and Major). For Chaplains, put the rank in parentheses and precede it with the word "Chaplain." For example:

J. JONES

Chaplain (CPT) USA

(1) In preparing general officer signature blocks, it is preferable to spell out the rank. When using abbreviations in any signature block for other than general officers, use only the abbreviations (for example, LTC, MAJ, and so forth). On military correspondence, rank abbreviations are optional. Abbreviations may also be used in the text of all military correspondence when referring to an individual by rank.

(2) Do not use the letter "P" in parentheses to denote promotable as part of a signature block on Army correspondence. However, it may be used in an address for such things as congratulatory notes.

(3) General officers will use the designation "USA" except as indicated in (4) and (5) below. Write "U.S. Army" (not "USA") on letters.

(4) General officers detailed to duty in general staff positions will use the designation "GS." Do not use the designation GS on letters, use "U.S. Army."

(5) General officers serving in a branch of the Army Medical Service will use the abbreviations of the branch in which they are serving (for example, MC, DC) except as indicated in (4) above.

(6) Warrant officers will use the designation "USA" except where a branch title is authorized. Reserve warrant officers on active duty will use the designation "USAR." Army National Guard warrant officers will use the designation "ARNGUS."

(7) For chaplains, the designation "USA" will follow the rank. For example, Chaplain (MAJ) USA.

(8) Officers assigned or detailed as general staff officers, and officers in the rank of colonel or below detailed as inspectors general will use the designation "GS" or "IG" as appropriate.

(9) Officers assigned or detailed to the headquarters of a joint

command or agency will use only the service designation "USA". Otherwise, use "U.S. Army" in place of branch designation.

(10) Branch designation should be used on letters only when necessary for credibility. For example: Medical Corps or Chaplain on matters that would require the attention of the medical profession or the clergy.

(11) Army National Guard personnel not on active duty will use the two letter state or territory abbreviation of their unit followed by "ARNG" Example: KSARNG (Kansas Army National Guard personnel).

d. Organization. In some cases the organization may be shown in the signature block. This will often be the case when the signer's organization is not included in the letterhead or elsewhere in the correspondence. Show the organization as the final element of the signature block.

e. Title.

(1) When an individual is serving in an acting capacity, use a title that reflects the acting status. Examples: Acting Commander, Acting The Adjutant General, Acting Transportation Officer, and Acting Post Engineer.

(2) When an individual occupies more than one position, use the title that is most appropriate to the message which he or she is signing. Examples: E.D. White, Colonel, AG, Director, Staff Support; E.D. White, Colonel, AG, Secretary, Retirement Board.

(3) When the signer writes about himself or herself, do not use a title.

7-6. Retired military personnel

For retired military, follow the same rules for active personnel, except that no organization or branch of the Army will be shown. Show retired status after the rank as follows:

a. All Regular Army personnel retired for service, age, or physical disability, including Regular Army personnel on the Temporary Disability Retired List will use "USA Retired" (example: A.B. Smith, COL, (USA Retired)).

b. All personnel on the Army of the United States Retired List, including non-regular Army personnel on the Temporary Disability List, will use "AUS Retired" (example: A.B. Smith, COL, (AUS Retired)).

c. All personnel on the Officers Honorary Retired List will use "AUS Retired (Hon)."

d. All Army reservists assigned to USAR Control Group(Retired), except those referred to in *b* above, will use "U.S. Retired."

e. Army retirees serving as DA civilians will not use or refer to their military grade or rank except when referring to their personal retirement actions.

7-7. Army Reserve personnel not on active duty

Army reservists not on active duty are governed by the same rules as personnel on active duty. Exception: Add the identification "USAR" following the grade of enlisted personnel or the branch assignment of commissioned officers. General officers, chaplains, and warrant officers will use "USAR."

7-8. Civilian personnel and contract surgeons

a. The official signature block for civilians will consist of the name and title.

b. Contract surgeons will use the designation "USA."

c. Abbreviations such as Ph.D., B.S., M.F.A., and so forth, may be used in civilian signature blocks when dealing with foreign and high-level officials outside the Department of Defense. Do not use such abbreviations on routine correspondence.

7-9. Signatures of subordinates

Delegate signature authority to subordinates in accordance with paragraph 7-1.

7-10. Facsimile signature

a. Facsimile signatures may be used except—

(1) When specifically prohibited by Army regulations or other directives.

(2) In the signing of contracts, purchase orders, vouchers, and other accounting documents sent to the Commander, U.S. Army Finance and Accounting Center, in support of the settlement of accounts of accountable officers.

(3) In signing the acknowledgment clause in a sworn declaration.

(4) In signing documents intended for use in court-martial proceedings.

(5) In signing documents to issue, receive, or ship property, except as authorized in AR 735-5.

b. Safeguard facsimile signature stamps or other devices. A person is responsible for all actions resulting from the use of his or her facsimile signature.

7-11. Addressing retired military

a. When addressing retired military personnel, show their rank, name, and the word "Retired," (example: Colonel A.B. Smith, Retired). The abbreviated form of retired (Ret.) may be used, however use the entire word if the signer wishes.

b. When addressing Army correspondence to retired military personnel of other services, show their rank name, title of the service and the word "Retired" (example: LTC A.B. Smith, USAF Ret.).

Chapter 8 Labels and Forms

8-1. General

This regulation prescribes supplemental correspondence labels and forms used Army-wide. The labels and forms identified in the following paragraphs are available through normal publications channels.

8-2. Routing and transmittal slips

a. *Optional Form 41 (Routing and Transmittal Slip).*

(1) Use an OF 41 to send papers from office to office within the Federal Government. Do not use it to forward papers to an individual or agency outside the Federal Government.

(2) The first addressee will forward an OF 41 to the next addressee by drawing a line through his or her name and address and placing his or her initials and the date in the spaces provided. Confine remarks to informal comments that are intended (only) for the person addressed on the sheet.

(3) Reuse an OF 41 for returning papers to the originator by folding the form along the line at the bottom of the TO section. This makes the back of the slip available for writing remarks.

b. *DA Form 1222-R (Routing Slip).*

(1) Use DA Form 1222-R to route or circulate papers within an office. Enter necessary remarks that do not have to be filed as record material on the reverse.

(2) Keep only a 30-day supply on hand. DA Form 1222 is available as a mimeograph stencil or offset master through normal publications channels.

8-3. DA Form 209 (Delay, Referral, or Follow-Up Notice)

Use DA Form 209 for interim replies and follow-ups. Use it to acknowledge military correspondence or letters except when another format is prescribed or when its use is prohibited by DA instructions. Do not use it to request an extension of a suspense date.

8-4. SF 63 (Memorandum of Call)

Use SF 63 to inform personnel of visitors and telephone calls.

8-5. OF 271 (Conversation Record)

Use OF 271 for recording telephone conversations. Continue to use DA Form 751 until supplies are depleted.

8-6. DA Label 113 (Congressional Cover Sheet)

Use DA Label 113 for communications from Members of Congress or congressional committees. Act on these cases immediately.

8-7. DA Label 115 (Expedite Cover Sheet)

Use DA label 115 when you need immediate handling attention and priority, and neither DA Label 113 or the DA Form 2445 (Correspondence Control Record) are appropriate. Do not use DA Label 115 and DA Form 2445 for the same case since their purposes are different.

8-8. DA Label 116 (Signature or Initials Marker)

Use DA Label 116 when more than one action on a case is to be signed, or when initials are required on copies other than the record copy. Clip the marker to the signature page. Place the left edge of the marker flush with the left edge of the paper so that the caption "signature" or "initials" extends beyond the right edge of the paper. Do not staple the marker to plain bond paper.

8-9. DA Form 2445 (Correspondence Control Record)

Use DA Form 2445 to control a piece of correspondence, mail, or a message by assigning action to a specific organization or individual and specifying a completion date. Retain a copy in suspense until the completed action is taken.

8-10. OF 27 (Two-Way Memo)

Use the OF 27 for interoffice messages, notes, and short replies. Instructions for completing the form are on the form.

8-11. DA Form 200 (Transmittal Record)

See paragraph 1-17.

8-12. SF 65 (Messenger Envelopes)

See paragraph 6-6.

Chapter 9 Marking Classified Correspondence

9-1. General

This chapter is an extract of DOD 5200.1-PH and contains illustrations and sample classified memorandums to show proper security classification marking of correspondence. The text in the illustrations (figs 9-1 through 9-6) covers most of the important information. This chapter does not:

a. Contain or reveal classified information. Markings are for illustration only.

b. Change or repeat DOD requirements in AR 380-5. Refer to AR 380-5 when marking correspondence.

c. Illustrate every conceivable situation that may be encountered in the production of classified correspondence.

9-2. Responsibility

a. This chapter is especially important to anyone who writes, signs, or otherwise prepares classified correspondence. Make sure that all security markings are correct. When in doubt, see AR 380-5.

b. This chapter does not provide guidance on downgrading, reclassification instructions, or additional special markings. Nor does it contain illustrations on classifying original material. Consult AR 380-5 for any information or specific guidance not in this chapter.

c. Normally, the classification marking will be the largest print on the page. Refer to AR 380-5 for instructions on marking and exceptions. Consider that the classification marking on the figures are of proper size (even if they are not in some cases due to space limitations).

SECRET



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

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ANOPS-I (MARKS NUMBER)

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DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Portion Marking (U)

1. (U) This is a sample of a fairly complex document with multiple parts (paragraphs and subparagraphs). It shows the proper methods of applying portion classification markings required by AR 380-5. All portions of classified documents will be marked in a manner that eliminates doubt as to which portions contain classified information. This paragraph contains only unclassified information. Subparagraph a contains SECRET information. In this example, each portion is clearly marked to show its classification.

a. (S) Following the paragraph number or letter, portions may be marked with parenthetical symbols, "(TS)" for TOP SECRET, "(S)" for SECRET, "(C)" for CONFIDENTIAL, and "(U)" for UNCLASSIFIED. When appropriate, the symbols "RD" for Restricted Data and "FRD" for Formerly Restricted Data shall be added, e.g., "(S-RD)" or "(S-FRD)". Also, portions that contain Critical Nuclear Weapon Design Information (CNWDI) will be marked "(N)" following the classification, e.g., "(S-RD) (N)".

b. (C) There is one exception to the portion marking placement rule. In the case of the subject of the document, the portion marking follows the subject, as shown above.

c. (C) This subparagraph contains CONFIDENTIAL information.

d. (U) This subparagraph contains UNCLASSIFIED information.

2. (S) As this sample is two (or more) pages, the first page would be marked with the highest overall classification, and the others would be marked at the top and bottom with the highest classification of the information contained in each respective page.

CLASSIFIED BY: TOW Heavy Antitank Assault
Weapon System SCG, 2 Oct 86
DECLASSIFY ON: 1 Jan 90

SECRET

Figure 9-1. Marking the security classification of portions

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SECRET

ASNOPS-I (380-5k)

SUBJECT: Portion Markings (U)

(S) Portion marking must also be done on all classified Department of the Army correspondence, such as a Disposition Form, Memorandum for Record, or a letter.

4. (C) The abbreviation "SCG" used on the "Classified By" line of this sample document means "Security Classification Guide". Security Classification Guides are issued for each classified system, program, plan or project. They:

- a. (U) Identify the information elements to be protected;
- b. (U) State the classification level of each element or category of information;
- c. (U) State declassification instructions for each element or category of information; and
- d. (C) State any special public release procedures and foreign disclosure considerations.

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FOR THE COMMANDER:

HARRY B. HENDERSON
Colonel, GS
Deputy Chief of Staff for
Operations, Plans and Security

EXAMPLE

2
SECRET

Figure 9-1. Marking the security classification of portions—Continued

SECRET



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

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NGB-MS (380-5k)

DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Restricted Data (RD) Additional Warning Notice (U)

1. (U) Restricted Data is all data concerning design, manufacture or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but will not include data declassified or removed from the RD category under Section 142 of Public Law 83-703.

2. (S-RD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing RD are further indicated by the additional abbreviation of RD following the collateral level, as shown in the beginning of this paragraph.

3. (S) A document containing RD also has the additional warning shown below. When documents contain both RD and Formerly Restricted Data (FRD), the RD additional warning notice takes precedence and the FRD notice is omitted.

4. (S) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.

5. (U) As this sample consists of 2 or more pages, the RD warning notice (see below) and the "Classified By" line would

CLASSIFIED BY: CG W-5, Joint DSE-DOD Nuclear
Weapon Classification Policy
Guide, Jan 84

RESTRICTED DATA

This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

SECRET

Figure 9-2. Restricted Data additional warning notice

UNCLASSIFIED

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NGB-MS (380-5k)

SUBJECT: Restricted Data (RD) Additional Warning Notice (U)

only be shown on the first page. Portion and overall page markings would be reflected throughout the document.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

GEORGE B. HILDEGAARD
Chief, Office of Military Support

2

UNCLASSIFIED

Figure 9-2. Restricted Data additional warning notice—Continued

SECRET



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

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MT-SS (380-5k)

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DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Formerly Restricted Data (FRD) Additional Warning
Notice (U)

1. (U) Formerly Restricted Data is information which has been removed from the Restricted Data category by a Joint determination by the Department of Energy (or antecedent agencies) and the Department of Defense. Such information relates primarily to the military utilization of atomic weapons and can be safeguarded adequately as classified defense information.
2. (S-FRD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing FRD are further indicated by the additional abbreviation of FRD following the collateral level, as shown in the beginning of this paragraph.
3. (U) A document containing FRD also has the additional warning shown below.
4. (C-FRD) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.
5. (U) As this sample consists of 2 of more pages, the FRD warning notice (see below) and the "Classified By" line would

CLASSIFIED BY: Projectile,
Atomic, 155 MM
SCG, 19 JUN 85

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to
administrative and criminal sanctions.
Handle as Restricted Data in foreign
dissemination. Section 144.b, Atomic
Energy Act, 1954.

SECRET

Figure 9-3. Formerly Restricted Data additional warning notice

UNCLASSIFIED

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8 MT-SS (380-5k)

1 SUBJECT: Formerly Restricted Data (FRD) Additional Warning
2 Notice (U)

3 only be shown on the first page. The portion and the page
4 markings for the proper classification level would be required
5 throughout the document.

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UNCLASSIFIED

Figure 9-3. Formerly Restricted Data additional warning notice—Continued

CONFIDENTIAL



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

DAIG-ZXS (380-5k)

DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Unclassified Transmittal Documents

1. The top and bottom of an unclassified transmittal document will be marked with the highest overall classification of its attachments. In this case, CONFIDENTIAL information is attached to this transmittal document. If this transmittal document consisted of 2 or more pages, only the first page need be marked.

2. Because this transmittal document itself does not contain classified information, portion marking and parenthetical classification symbols () after the subject title do not apply. Do not put a "Classified By" line and downgrading or declassification instructions on an unclassified transmittal document.

3. In addition to the top and bottom markings required by classified attachments, any additional warning notices will be displayed, when applicable. Examples include "RESTRICTED DATA," "FORMERLY RESTRICTED DATA," "WARNING NOTICE - Intelligence Sources or Methods Involved," "CNWDI," etc.

4. This transmittal document is marked to show that, standing alone, it does not contain classified information (see notation below).

FOR THE INSPECTOR GENERAL:

Encl

GEORGE ORWELL
Security Manager

REGRADED UNCLASSIFIED WHEN
SEPARATED FROM CLASSIFIED
ENCLOSURE

CONFIDENTIAL

Figure 9-4. Unclassified transmittal documents

TOP SECRET



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

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DAAR-AO (380-5k)

DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Classified Transmittal Document (U)

1. (TS) The top and bottom of a classified transmittal document will be marked with the highest overall classification of the information in the transmittal document and its attachments. If this transmittal document consisted of 2 or more pages, it would be necessary to mark each page with the highest classification level of information revealed on that page, or "UNCLASSIFIED," whichever is appropriate.

2. (U) Because this is a sample of a transmittal document that is itself classified, it is necessary to mark the classification of each portion and the subject.

3. (S) Remember, a classified transmittal document requires a "Classified By" line and downgrading or declassification instruction.

4. (U) The first page of a Top Secret document must also contain the TS control number and copy number in the lower right corner.

1
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1
2
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5

FOR THE CHIEF, ARMY RESERVE:

ELLIOT R. BROWN
CW3, GS
Security Manager

CLASSIFIED BY: CAR, HQDA, WASH, DC
DECLASSIFY ON: Completion of
Exercise "REX BRAVO"

TOP SECRET

TS-88-0069
Cp 1R of 2

Figure 9-5. Classified transmittal documents

CONFIDENTIAL



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE



REPLY TO
ATTENTION OF

DACS-DSA (380-5k)

DATE

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Classified Working Papers (U)

1. Classified working papers are documents and draft material accumulated or created in the preparation of a finished product. At a minimum, they are dated when created, marked with the highest classification of any information contained in them; and safeguarded the same as other classified documents.

2. (U) They will be marked "Working Papers."

3. (U) Classified working papers are also accounted for, safeguarded, and marked in the same way as a finished document when one or more of the following occurs:

a. (U) When released by the originator outside the activity, or transmitted through message center channels;

b. (U) When permanently filed (in records repositories):

c. (U) When retained more than 90 days from the date of preparation; or

d. (U) When they contain TOP SECRET information.

ROBERT A. HEINLEIN
Colonel, GS
Chief, Staff Management and
Services Division

CONFIDENTIAL

Figure 9-6. Classified working papers

Appendix A References

Section I Required Publications

AR 10-5

Organizations and Functions: Department of the Army. (Cited in paras 7-2 and B-2.)

AR 25-400-2

The Modern Army Recordkeeping System (MARKS). (Cited in para 2-4a(2).)

AR 105-31

Record Communications. (Cited in paras 1-19 and 1-36.)

AR 340-9

Office Symbols. (Cited in paras 1-10, 1-35, 1-36, 6-9, and 6-16.)

AR 614-100

Assignments, Details, and Transfers. (Cited in para 7-1.)

DA Pamphlet 25-400-2

Modern Army Recordkeeping System (MARKS) for TOE and Certain Other Units of the Army. (Cited in para 2-4a(2).)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 25-1

The Army Information Resources Management.

AR 310-1

Publications, Blank Forms, and Printing Management.

AR 310-50

Catalog of Abbreviations, Brevity Codes, and Acronyms.

AR 340-1

Records Management.

AR 340-3

Official Mail.

AR 340-5

Correspondence Distribution Management.

AR 340-25

Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas.

AR 380-5

DA Information Security Program Regulation.

AR 614-100

Officers Assignment, Details, and Transfers.

AR 735-5

Basic Policies and Procedures for Property Accounting.

DA PAM 600-67

Effective Writing for Army Leaders. U.S. Government Printing Office Style Manual, 1987 edition.

Section III Prescribed Forms and Labels

DA Form 200

Transmittal Record. (Cited in paras 1-17 and 8-12.)

DA Form 209

Delay, Referral, or Follow-up Notice. (Cited in paras 1-9 and 8-3.)

DA Form 1222

Routing Slip. (Cited in para 8-2.)

DA Form 2445

Correspondence Control Record. (Cited in para 8-10.)

DA Form 2496

Disposition Form. (Cited in chap 3.)

OF 27

2-Way Memo. (Cited in para 8-11.)

OF 41

Routing and Transmittal Slip. (Cited in paras 1-16 and 8-2.)

OF 271

Conversation Record. (Cited in paras 1-7, 1-8, and 8-6.)

SF 63

Memorandum of Call. (Cited in para 8-4.)

SF 65

Messenger Envelope. (Cited in paras 6-6 and 8-13.)

DA Label 113

Congressional Cover Sheet. (Cited in para 8-7.)

DA Label 115

Expedite Cover Sheet. (Cited in para 8-8.)

DA Label 116

Signature or Initials Marker. (Cited in para 8-9.)

Appendix B Letterhead Stationery

B-1.

The printing of portions and typing of other portions of a nine-digit ZIP Code on letterhead stationery is cumbersome and detracts from the esthetic appearance and balance of the letterhead. Nine-digit ZIP Codes will be used on all letterhead stationery whether printed or typed.

B-2.

The guidance in subparagraphs *a* through *q* below will apply when preparing or reprinting letterhead stationery.

a. Figure B-1 shows samples of printed letterhead.

b. Separate printed stationery is authorized where elements of the same agency, command, or organization are located in different areas or cities within the same state or when elements of the same agency, command, or organization are located in different cities or states but where the organization, command, or agency wants each of its elements to use the same basic letterhead.

c. Type sizes and printing requirements for letterhead stationery are contained in AR 310-1.

d. Limit the printed letterhead to three lines except when—

(1) A street address or physical location requires an extra line.

(2) Any element is too long for one line. In such cases, consider using shorter designations or authorized abbreviations without sacrificing clarity of meaning.

e. Typed, stamped, computer or word processor generated, or handwritten letterheads may reflect a limited amount of organizational structure information if it is operationally necessary for the reply to be directed to a specific level in order to lessen the delays. Figure B-2 contains examples of typed letterheads.

f. Use letterhead for the first page except when an approved form is prescribed.

g. Place the first line of a typed letterhead on the fifth line below the top edge of the paper. When a rubber stamp is used, place the first line of the stamped information approximately three-quarters of an inch below the top edge of the paper.

h. The letterhead used for correspondence to be signed by the head of an agency, office, or command, or by an authorized representative, will be that of the office or the headquarters of the agency or command. When the head of an agency or a command performs two or more functions (for example, a commander of an installation who is also commandant of a school), use the appropriate letterhead. In offices where more than one kind of letterhead is used, the capacity in which the commander or agency head is acting, as reflected in the authority line or signature block of the letter, will dictate the proper letterhead.

i. Use supplies of letterheads made obsolete by changes in terminology until exhausted.

j. The phrase "Reply to Attention Of" may be included in all new supplies of letterhead stationery. The office symbol, office name, and so forth, following this phrase (beginning at the left margin) provides the drafter and recipient a ready reference as to the action officer or office that prepared the correspondence. There are occasions where the office symbol may be substituted by other information, for example, when the reply is addressed to an address other than the local or sender's address. Use office titles on correspondence addressed outside DA.

k. Do not print telephone numbers, names, or titles of individuals on letterhead stationery. The printing of such items restricts the use of stationery and creates frozen or obsolete stocks when changes occur.

l. Letterhead stationery with the preprinted caption "Suspense

Date" is not authorized. The words "Suspense Date" may be typed in at the time the correspondence is prepared. "Suspense Date" may be abbreviated as "SUSP," or "S."

m. Typed, stamped, handwritten, or computer or word processor generated letterhead stationery may be used for correspondence where preprinted letterhead is not authorized by AR 310-1. When using these types of letterhead stationery, the following provisions apply:

(1) No element of the letterhead is larger than that authorized for preprinted stationery.

(2) No seal, emblem, decorative device, distinguishing insignia, slogans, or mottos are used.

(3) Stationery size conforms to that required for preprinted letterheads.

(4) The first line of the letterhead will begin on the third line down from the top of the page.

(a) On memorandums, the Suspense Date, if any, will be typed on the second line down from the last line of the letterhead; the Office Symbol, MARKS Number, and DATE will be typed on the fourth line down from the last line of the letterhead.

(b) On letters, the reference line (Office, Title or Phrase), if needed, will be typed at the left margin on the fourth line below the last line of the letterhead. If no reference line is needed, this rule will then apply to the *Subject* line, if used. See paragraph 4-8 for placement of address.

n. AR 310-1 limits separate printed letterhead stationery to the following:

(1) Office of the Secretary of the Army (OSA) and Army Staff agencies identified in AR 10-5, chapter 2.

(2) Major Army commands and major Army subordinate commands.

(3) Continental United States armies.

(4) Installations.

(5) Separate organizations or agencies headed by a commander in the grade of LTC or above, or a civilian in the grade of GS-15/GM-15 or above.

o. Letterhead stationery is restricted to 8½ inches (width) by 11 inches (length). No other sizes are authorized.

p. Submit requests for exceptions to *j*, *k*, *l*, *m*, and *n* above, with a detailed justification, through channels, to Commander, U.S. Army Information Systems Command, ATTN: (AS-OPS-MR), Fort Huachuca, AZ 85613-5000.

q. Figure B-3 may be used by the various elements of an agency, command, or organization in which each element has its own nine-digit ZIP Code but located in the same geographical location. The preprinted portion of the letterhead will include Department of the Army on the first line, the organization name on the second line, and the city and State on the third line. All preprinted elements will be centered as shown in the example. The typist preparing the correspondence will center and type the entire nine-digit ZIP Code on the first line below the city and State as shown in figure B-3.

r. Stationery, memo pads, and other printed items that include a person's name, rank, or official status are deemed to be for personal use rather than for official use. The printing of these items is prohibited under AR 310-1.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
WASHINGTON, DC 20310-0105



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY
WASHINGTON, DC 20310-0105



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MATERIEL COMMAND
5600 EISENHOWER AVENUE
ALEXANDRIA, VA 22333-0001



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND
FORT MONROE, VA 23651-5000



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON
DIRECTORATE OF CIVILIAN PERSONNEL
200 STOVALL STREET
ALEXANDRIA, VA 22332-0800



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
WASHINGTON, DC 20310-1500



Figure B-1. Sample of letterhead stationery when all lines are printed

DEPARTMENT OF THE ARMY
1st Brigade, 54th Infantry Division (Mech)
Fort Atterbury, Indiana 46126-5000

DEPARTMENT OF THE ARMY
79th Maintenance Company, Forward Support
194th Armored Brigade
Fort Ord, California 93941-0000

DEPARTMENT OF THE ARMY
Company D, 8th Training Battalion, 3rd Training Brigade, Infantry
U.S. Army Training Center, Infantry
Fort Gordon, Georgia 30905-0000

DEPARTMENT OF THE ARMY
1st Battalion (HJ), 20th Artillery
4th Infantry Division Artillery
Fort Lewis, Washington 98432-0000

Figure B-2. Examples of typed letterheads



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GA
30330-6001



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GA
30330-6002



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GA
30330-6003



Figure B-3. Samples of letterheads where ZIP Codes are typed

Appendix C Forms of Address, Salutation, and Complimentary Close

C-1. General

a. Prior to addressing a salutation or completing a communication, determine how the individual wishes to be addressed.

b. In some of the salutations to persons in positions that may be held by men or women, only the title "Mr." is shown in the examples given in this appendix. When a woman occupies the position, substitute the title "Madam" for "Mr." before such formal terms as "President," "Vice President," "Chairman," "Secretary," "Ambassador," and "Minister." Substitute the title "Miss," "Ms." or "Mrs." for "Mr." when the surname rather than a formal title follows. Use the title "Mr." when it is not known from the first name whether the addressee is a man or woman; the salutation "Madam" or "Sir" may

be used if it is not known whether the head of a company or corporation is male or female. Use the title "Ms." rather than "Mrs." in addressing a woman if there is any uncertainty about the correct title; if the correspondent uses the title "Ms." address the response "Ms." as its use would indicate that Ms. is preferred by the correspondent.

C-2. Form for addresses, salutations, and complimentary closes

The proper form for addresses in letters and on envelopes and for salutations and complimentary closes in letters is provided in figures C-1 through C-11.

Table C-1
The Executive Branch

The Executive Branch		
Addressee	Address on letter and envelope	Salutation and complimentary close
The White House		
The President	The President The White House Washington, DC 20500-xxxx	Dear Mr. President: Respectfully,
Wife of the President	Mrs. (full name) The White House Washington, DC 20500-xxxx	Dear Mrs. (surname): Sincerely,
Assistants to the President	Honorable (full name) Assistant to the President The White House Washington, DC 20500-xxxx	Dear Mr. (surname): Sincerely,
Secretary to the President	Honorable (full name) Secretary to the President The White House Washington, DC 20500-xxxx	Dear Mr. (surname): Sincerely,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House Washington, DC 20500-xxxx	Dear (rank) (surname): Sincerely,
The Vice President		
The Vice President	The Vice President The White House Washington, DC 20501-xxxx	Dear Mr. Vice President: Sincerely,
The President of the Senate	Honorable (full name) President of the Senate Washington, DC 20510-xxxx	Dear Mr. President: Sincerely,
Executive departments		
Members of the Cabinet addressed as "Secretary"	Honorable (full name) Secretary of (Dept) Washington, DC (ZIP)	Dear (Mr.) (Madam) Secretary: Sincerely,
Postmaster General (head of the U.S. Postal Service)	Honorable (full name) Postmaster General Washington, DC 20260-xxxx	Dear Mr. Postmaster General: Sincerely,
The Attorney General (head of the Department of Justice)	Honorable (full name) Attorney General Washington, DC 20530-xxxx	Dear Mr. Attorney General: Sincerely,

Table C-1
The Executive Branch—Continued

The Executive Branch		
Addressee	Address on letter and envelope	Salutation and complimentary close
Under Secretary	Honorable (full name) Under Secretary of (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Military departments		
The Secretary	Honorable (full name) Secretary of the (Dept) Washington, DC (ZIP)	Dear Mr. Secretary: Sincerely,
Under Secretary of a Department	Honorable (full name) Under Secretary of the (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of the (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
General Counsel of a Department	Mr. (full name) General Counsel (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Administrative Assistant to the Secretary	Mr. (full name) Administrative Assistant to the Secretary of the (Dept) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Independent offices, agencies, and establishments of the Government		
Director of Office of Management and Budget	Honorable (full name) Director of Office of Management and Budget Washington, DC 20503-xxxx	Dear Mr. (surname): Sincerely,
Head of a Federal Agency	Honorable (full name) (Title, name of agency) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title, name of organization) (Name of Agency) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
President of a Board	Honorable (full name) President, (name of board) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
President of a Commission	Honorable (full name) President, (name of commission) Washington, DC (ZIP)	Dear Mr. (surname): Sincerely,
Chairman of a Board	Honorable (full name) Chairman, (name of board) Washington, DC (ZIP)	Dear Mr. Chairman: Sincerely,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) Washington, DC (ZIP)	Dear Mr. Chairman: Sincerely,

Table C-1
The Executive Branch—Continued

The Executive Branch		
Addressee	Address on letter and envelope	Salutation and complimentary close
Chiefs of American missions		
American Ambassador	Honorable (full name) American Ambassador (City) (Country)	Sir: (formal). Madam: (formal). Dear Mr. Ambassador: (informal) Dear Madam Ambassador: or Dear Mrs. (surname) (informal). Very truly yours, (formal). Sincerely, (informal).
American Ambassador (with military rank)	(Full rank) (full name) American Ambassador (City) (Country)	Sir: (formal). Dear Mr. Ambassador: (informal) or Dear (rank, surname): Very truly yours, (formal). Sincerely, (informal).
American Minister	Honorable (full name) American Minister (City) (Country)	Sir: (formal). Madam: (formal). Dear Mr. Minister: (informal). Dear Madam Minister: or Dear Mrs. (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
American Minister (with military rank)	(Full rank) (full name) American Minister (City) (Country)	Sir: (formal) Dear Mr. Minister: (informal). or Dear (rank, surname): Very truly yours, (formal). Sincerely, (informal).

Table C-2
The Congress and legislative agencies

The Congress and legislative agencies (see note)		
Addressee	Address on letter and envelope	Salutation and complimentary close
President pro Tempore of the Senate	Honorable (full name) President pro Tempore of the Senate United States Senate Washington, DC 20510–xxxx	Dear Senator (surname): Sincerely,
Committee Chairman, U.S. Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510–xxxx	Dear Mr. Chairman: Sincerely,
Chairman of a Joint Committee	Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States Washington, DC 20510–xxxx	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman, U.S. Senate	Honorable (full name) Chairman, Subcommittee on (name) United States Senate Washington, DC 20510–xxxx	Dear Senator (surname): Sincerely,
Senator (Washington, D.C. office)	Honorable (full name) United States Senate Washington, DC 20510–xxxx	Dear Senator (surname): Sincerely,
(Away from Washington, D.C.)	Honorable (full name) United States Senator (Local address)	Dear Senator (surname): Sincerely,

Table C-2
The Congress and legislative agencies—Continued

The Congress and legislative agencies (see note)		
Addressee	Address on letter and envelope	Salutation and complimentary close
Senator (Majority or Minority Leader) (Washington, D.C. office)	Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510–xxxx	Dear Senator (surname): Sincerely,
(Away from Washington, D.C.)	Honorable (full name) Majority (or Minority) Leader United States Senate (Local address)	Dear Senator (surname): Sincerely,
Senator-elect	Honorable (full name) United States Senator-elect (Local address)	Dear Mr. (surname): Sincerely,
Deceased Senator	(Secretary's full name, if known) Secretary of the late Honorable (full name) United States Senate Washington, DC 20510–xxxx	Dear Mr. (surname): Sincerely,
Speaker of the House of Representative	Honorable (full name) Speaker of the House of Representatives Washington, DC 20515–xxxx	Dear (Mr.) (Madam) Speaker: Sincerely,
Committee Chairman, House of Representatives	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, DC 20515–xxxx	Dear (Mr.) (Madam) Chairman: Sincerely,
Subcommittee Chairman, House of Representatives	Honorable (full name) Chairman, Subcommittee on (name) House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,
Representative (Washington, D.C. office)	Honorable (full name) House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,
(Away from Washington, D.C.)	Honorable (full name) Representative in Congress (Local address)	Dear Mr. (surname): Sincerely,
Representative (Majority or Minority Leader) (Washington, D.C. office)	Honorable (full name) Majority (or Minority) Leader House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) Majority (or Minority) Leader House of Representatives (Local address)	Dear Mr. (surname): Sincerely,
Representative-elect	Honorable (full name) Representative in Congress-elect (Local address)	Dear Mr. (surname): Sincerely,
Representative at Large	Honorable (full name) House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,
Deceased Representative	(Secretary's full name, if known) Secretary to the later Honorable (full name) House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,
Resident Commissioner of Puerto Rico	Honorable (full name) Resident Commissioner of Puerto Rico House of Representatives Washington, DC 20515–xxxx	Dear Mr. (surname): Sincerely,

Table C-2
The Congress and legislative agencies—Continued

The Congress and legislative agencies (see note)		
Addressee	Address on letter and envelope	Salutation and complimentary close
Librarian of Congress	Honorable (full name) Librarian of Congress Washington, DC 20540–xxxx	Dear Mr. (surname): Sincerely,
Comptroller General (head of the General Accounting Office)	Honorable (full name) Comptroller General of the United States Washington, DC 20548–xxxx	Dear Mr. (surname): Sincerely,
Public Printer (head of the U.S. Government Printing Office)	Honorable (full name) Public Printer Washington, DC 20401–xxxx	Dear Mr. (surname): Sincerely,

Note:

Address a Member of Congress in the capacity in which he or she signs his or her communication. For example, if he or she signs as the chairperson of a committee, address him or her as chairperson of that committee. If he or she signs as majority or minority leader, address him or her as such; and if he or she signs as Senator or Representative, address him or her as such.

Table C-3
The Judiciary

The Judiciary		
Addressee	Address on letter and envelope	Salutation and complimentary close
The Chief Justice of the United States	Chief Justice of the United States The Supreme Court Washington, DC 20543–xxxx	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. (Madam) Justice (surname) The Supreme Court Washington, DC 20543–xxxx	Dear (Mr.) (Madam) Justice: Sincerely,
Retired Justice	Honorable (full name) (Local address)	Dear (Mr.) (Madam) Justice: Sincerely,
Presiding Justice	Honorable (full name) Presiding Justice (Name of Court) (Local address)	Dear (Mr.) (Madam) Justice: Sincerely,
Judge of a Court	Honorable (full name) Justice of the (name of court; if a U.S. District Court, give district) (Local address)	Dear Judge (surname): Sincerely,
Clerk of a Court	Mr. (full name) Clerk of the (name of court; if a U.S. District Court, give district) (Local address)	Dear Mr. (surname): Sincerely,

Table C-4
Military Personnel

Military Personnel		
Addressee	Address on letter and envelope	Salutation and complimentary close
Army, Air Force, Marine Corps Officers		
General of the Army	General of the Army (full name) (Local address)	Dear General (surname): Sincerely,

Table C-4
Military Personnel—Continued

Military Personnel		
Addressee	Address on letter and envelope	Salutation and complimentary close
General	GEN (full name) ¹ (Address)	Dear General (surname): Sincerely,
Lieutenant General	LTG (full name) ¹ (Address)	Dear General (surname): Sincerely,
Major General	MG (full name) ¹ (Address)	Dear General (surname): Sincerely,
Brigadier General	BG (full name) ¹ (Address)	Dear General (surname): Sincerely,
Colonel	COL (full name) ¹ (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	LTC (full name) ¹ (Address)	Dear Colonel (surname): Sincerely,
Major	MAJ (full name) ¹ (Address)	Dear Major (surname): Sincerely,
Captain	CPT (full name) ¹ (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	1LT (full name) ¹ (Address)	Dear Lieutenant (surname): Sincerely,
Second Lieutenant	2LT (full name) ¹ (Address)	Dear Lieutenant (surname): Sincerely,
Master Warrant Officer (Army only)	MWO (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Chief Warrant Officer	CWO (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Warrant Officer	WO (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Navy officers		
Fleet Admiral	ADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Admiral	ADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Vice Admiral	VADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Rear Admiral	RADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Commodore	COMO (full name) ¹ (Address)	Dear Commodore (surname): Sincerely,
Captain	CAPT (full name) ¹ (Address)	Dear Captain (surname): Sincerely,
Commander	CDR (full name) ¹ (Address)	Dear Commander (surname): Sincerely,
Lieutenant Commander	LCDR (full name) ¹ (Address)	Dear Commander (surname): Sincerely,
Lieutenant	LT (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Lieutenant (jg)	LTJG (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,

Table C-4
Military Personnel—Continued

Military Personnel		
Addressee	Address on letter and envelope	Salutation and complimentary close
Ensign	ENS (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Warrant officers	WO (full name) ¹ (Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.) ² (surname): Sincerely,
Academy members		
Cadet	Cadet (full name) ³ (Address)	Dear (Mr.) (Miss) (Ms.) (Cadet) (surname): Sincerely,
Midshipman	Midshipman (full name) ³ (Address)	Dear (Mr.) (Miss) (Ms.) (Midshipman) (surname): Sincerely,
Air Cadet	Cadet (full name) ³ (Address)	Dear Cadet (surname): Sincerely,
Army enlisted personnel		
Sergeant Major of the Army	SMA (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
Command Sergeant Major	CSM (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
Sergeant Major	SGM (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
First Sergeant	1SG (full name) ¹ (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSG (full name) ¹ (Address)	Dear Master Sergeant (surname): Sincerely,
Platoon Sergeant	PSG (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Sergeant First Class	SFC (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSG (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	SGT (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Corporal	CPL (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Private	PVT (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Specialist 4	SP4 (full name) ¹ (Address)	Dear Specialist (surname): Sincerely,
Navy enlisted personnel		
All grades	(Rank) (full name) ¹ (Address)	Dear (Address by rank. If rank is unknown, use civilian prefix) (surname): Sincerely,
Marine Corps enlisted personnel		
Sergeant Major of the Marine Corps	Sergeant Major (full name) (Address)	Dear Sergeant Major (surname): Sincerely,

Table C-4
Military Personnel—Continued

Military Personnel		
Addressee	Address on letter and envelope	Salutation and complimentary close
Master Gunnery Sergeant	MGySgt (full name) ¹ (Address)	Dear Master Sergeant (surname): Sincerely,
First Sergeant	1st Sgt (full name) ¹ (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) ¹ (Address)	Dear Master Sergeant (surname): Sincerely,
Gunnery Sergeant	GySgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	Sgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Corporal	Cpl (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Lance Corporal	LCpl (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Private	PVT (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Air Force enlisted personnel		
Chief Master Sergeant of the Air Force	Chief Master Sergeant (full name) (Address)	Dear Chief (surname): Sincerely,
Chief Master Sergeant	CMSgt (full name) (Address)	Dear Chief (surname): Sincerely,
Senior Master Sergeant	SMSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Technical Sergeant	TSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	Sgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Senior Airman	SrA (full name) (Address)	Dear Airman (surname): Sincerely,
Airman First Class	A1C (full name) (Address)	Dear Airman (surname): Sincerely,
Airman/Basic Airman	Amn (full name) (Address)	Dear Airman (surname): Sincerely,

Notes:

¹ Abbreviations are optional. Titles may be spelled out. For additional abbreviations and instructions for Army usage, see paragraph 9-4f and AR 310-50

² Optional. Depends on the desire of the individual

³ Mr., Miss, or Ms., Midshipman, Air Cadet, full name, is permissible

Table C-5
State and Government Officials

State and Government Officials		
Addressee	Address on letter and envelope	Salutation and complimentary close
Governor of a State	Honorable (full name) Governor of (State) (City, State)	Dear Governor (surname): Sincerely,
Acting Governor of State	Honorable (full name) Acting Governor of (State) (City, State)	Dear Mr. (surname): Sincerely,
Lieutenant Governor of a State	Honorable (full name) Lieutenant Governor of (State) (City, State)	Dear Mr. (surname): Sincerely,
Secretary of State of a State	Honorable (full name) Secretary of State of (State) (City, State)	Dear Mr. Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	Honorable (full name) Chief Justice Supreme Court of the State of (State) (City, State)	Dear Mr. Chief Justice: Sincerely,
Attorney General of a State	Honorable (full name) Attorney General State of (State) (City, State)	Dear Mr. Attorney General: Sincerely,
Judge	Honorable (full name) (Local address)	Dear Judge (surname): Sincerely,
Treasurer, Auditor, or Comptroller of a State	Honorable (full name) State Treasurer (Auditor) (Comptroller) State of (State) (City, State)	Dear Mr. (surname): Sincerely,
President of the Senate of a State	Honorable (full name) President of the Senate of the State of (State) (City, State)	Dear Mr. (surname): Sincerely,
Speaker of the Assembly or of the House of Delegates, or of the House of Representatives of a State (See note.)	Honorable (full name) Speaker of the House of Representatives of the State of (name) (City, State) (See note.)	Dear Mr. (surname): Sincerely,
State Senator	Honorable (full name) (Name of State) Senate (City, State)	Dear Senator (surname): Sincerely,
State Representative, Assemblyman, or Delegate	Honorable (full name) (Name of State) House of Representatives (City, State) (See note.)	Dear (Mr.) (Mrs.) (Miss) (Ms.) (surname): Sincerely,
Mayor	Honorable (full name) Mayor of (name of city) (City, State)	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of city) (City, State)	Dear Mr. (surname): Sincerely,

Notes:

In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates.

Table C-6
Ecclesiastical Officials

Ecclesiastical Officials		
Addressee	Address on letter and envelope	Salutation and complimentary close
Protestant Minister, Pastor, or Rector (with scholastic degree)	The Reverend (full name, initials of degree) (Title, name of church) (Local address)	Dear Dr. (surname): Sincerely,
Protestant Minister, Pastor, or Rector (without scholastic degree)	The Reverend (full name) (Title, name of church) (Local address)	Dear (Mr.) (Mrs.) (Ms.) (Miss) (surname): Sincerely,
Rabbi (with scholastic degree)	Rabbi (full name, initials of degree) (Local address)	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without scholastic degree)	Rabbi (full name) (Local address)	Dear Rabbi (surname): Sincerely,
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Diocese) (Local address)	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Catholic Archbishop	The Most Reverend (full name) Bishop of (Diocese) (Local address)	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (City) (Local address)	Your Excellency: (formal). Dear Bishop (surname): (informal). Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend Monsignor (full name) (Local address)	Right Reverend Monsignor: (formal). Dear Monsignor (surname): (informal). Sincerely,
Catholic Monsignor	The Very Reverend Monsignor (full name) (Local address)	Very Reverend Monsignor: (formal). Dear Monsignor (surname): (informal). Sincerely,
Catholic Priest	The Reverend (full name) (add designated letters) (Local address)	Reverend Sir: (formal). Dear Father (surname): (informal). Sincerely,
Mother Superior of an Institution	Mother (name, initials or order, if used) Superior (name of Institution) (Local address)	Dear Mother (name): Sincerely,
Mormon Bishop	Mr. (full name) Church of Jesus Christ of Latter Day Saints (Local address)	Sir: (formal). Dear Mr. (surname): (informal). Sincerely,
Eastern Orthodox Forms of Address:		
Orthodox Metropolitan	The Most Blessed (Christian name) Archbishop of (city) Metropolitan of (province) (local address) (ZIP Code)	Your Beatitude: (formal) Dear Metropolitan (Christian name): (informal) Sincerely,
Orthodox Archbishop	The Most Reverend (Christian name) Archbishop of (city & province) (local address) (ZIP Code)	Your Eminence: (formal) Dear Archbishop (Christian name): (informal) Sincerely,
Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (local address) (ZIP Code)	Your Grace: (formal) Dear Bishop (Christian name): (informal) Sincerely,
Orthodox Protopresbyter	The Right Reverend (Name) (local address) (ZIP Code)	Right Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,

Table C-6
Ecclesiastical Officials—Continued

Ecclesiastical Officials		
Addressee	Address on letter and envelope	Salutation and complimentary close
Orthodox Archbishop	The Very Reverend (Name) (local address) (ZIP Code)	Very Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Priest	The Reverend (Name) (local address) (ZIP Code)	Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Deacon	Father Deacon (Name) (local address) (ZIP Code)	Father Deacon: (formal) Dear Father Deacon (Christian name): (informal) Sincerely,
Orthodox Nun	Sister (Christian name) (name of monastery) (local address) (ZIP Code)	Dear Sister (Christian name): Sincerely,
Orthodox Monk	Brother (Christian name) (Name of monastery) (local address) (ZIP Code)	Dear Brother (Christian name): Sincerely,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address)	Dear Reverend Sir: (formal). Dear Bishop (surname): (informal). Sincerely,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address)	Very Reverend Sir: (formal) Sincerely, Dear Dean (surname): (informal).
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address)	Reverend Sir: (formal). My Dear Bishop (surname): (informal). Sincerely,
Chaplain	Chaplain ((rank)) (full name) (Post office address of organization and station)	Dear Chaplain (surname): Sincerely,

Table C-7
Private Citizens

Private Citizens		
Addressee	Address on letter and envelope	Salutation and complimentary close
President of a university or college (with scholastic degree)	(Full name, initials of degree) President, (name of institution) (Local address)	Dear Dr. (surname): Sincerely,
President of a university or college (without scholastic degree)	(Mr.) (Mrs.) (Ms.) (Miss) (full name) President, (name of institution) (Local address)	Dear (Mr.) (Mrs.) (Ms.) (Miss) (surname): Sincerely,
Dean of a school (with scholastic degree)	(Full name, initials of degree) Dean, School of (name) (Name of institution) (Local address)	Dear Dr. (surname): Sincerely,
Dean of a university (without scholastic degree)	Dean (full name) School of (name) (Name of institution) (Local address)	Dear Dean (surname): Sincerely,
Professor (with scholastic degree)	(Full name, initials of degree) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): or Dear Dr. (surname): Sincerely,

Table C-7
Private Citizens—Continued

Private Citizens		
Addressee	Address on letter and envelope	Salutation and complimentary close
Professor (without scholastic degree)	Professor (full name) Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely,
Associate Professor or Assistant Professor	Mr. (full name) Associate (or Assistant) Professor Department of (name) (Name of institution) (Local address)	Dear Professor (surname): Sincerely,
Physician	(Full name), M.D. (Local address)	Dear Dr. (surname): Sincerely,
Lawyer	(Mr.) (Mrs.) (Miss) (Ms.) (full name) Attorney at Law (Local address)	Dear (Mr.) (Mrs.) (Ms.) (Miss) (surname): Sincerely,
Two or more private individuals	Mr. (full name) and Mr. (full name) (Local address)	Gentlemen: (or) Sirs: Sincerely,
	Mrs. (full name) and: Miss (full name) (Local address)	Mesdames: Sincerely,
	or	
Private individuals	Mr. (different full name) (Local address)	Dear Mrs. (surname) and Mr. (surname): Sincerely,
	Mr. (full name) Mrs. (full name) Ms. (full name) Miss (full name) Mesdames (full names) Messrs. (full names) Misses (full names) (Local address)	Dear Mr. (surname): Dear Mrs. (surname): Dear Ms. (surname): Dear Miss (surname): Mesdames: Gentlemen (or Sirs): Dear Misses (surnames): Sincerely,

Table C-8
Corporations, companies, and federations

Corporations, companies, and federations		
Addressee	Address on letter and envelope	Salutation and complimentary close
To a company or a corporation	(Name of company or corporation) (Local address)	(Gentlemen) (Sirs): (Ladies and Gentlemen) Sincerely,
To a federation	(Name of official) (Title, name of federation) (Local address)	Dear (Mr.) (Mrs.) (Ms.) (Miss) (surname): Sincerely,
President of a company or corporation (or other official)	(Mr.) (Miss) (Mrs.) (Ms.) (full name) President (or other title) Company (Local Address)	Dear (Mr.) (Miss) (Mrs.) (Ms.)(surname) Sincerely,
To an individual or a company, corporation, or federation when the name is not known; e.g., President, Treasurer, Editor, etc.	(Title of individual) (Name of organization) (Local address)	Dear (Madam) (Sir): Sincerely,

Table C-9
Foreign government officials (see note)

Foreign government officials (see note)		
Addressee	Address on letter and envelope	Salutation and complimentary close
Foreign Ambassador in the United States	His Excellency (full name) Ambassador of (country) (Local address)	Excellency: (formal) Dear Mr. Ambassador: (informal). Very truly yours, (formal). Sincerely, (informal).
Foreign Minister in the United States	Honorable (full name) Minister of (country) (Local address)	(Sir) (Madam): (formal) Dear (Mr.) (Madam) Minister: (informal) Very truly yours, (formal) Sincerely, (informal)

Notes:

Address foreign officials by title if the name of the official is not given in the correspondence or is not readily available.

Table C-10
International Organizations

International Organizations		
Addressee	Address on letter and envelope	Salutation and complimentary close
Secretary General of the United Nations	United Nations (See note.) His Excellency (full name) Secretary General of the United Nations New York, NY 10016-xxxx	Excellency: (formal) Dear (Mr.) (Madam) Secretary General: (informal, preferred) or Dear (Mr.) (Madam) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
United States Representatives to the United Nations	Honorable (full name) United States Representative to the United Nations New York, NY 10016-xxxx	(Sir) (Madam): (formal) Dear (Mr.) (Mrs.) (Ms.) (surname): (informal) Very truly yours, (formal). Sincerely, (informal).
Chairman, United States Delegation to the United Nations Military Staff Committee	The Chairman United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, NY 10016-xxxx	(Sir) (Madam): (formal) Dear (Mr.) (Mrs.) (Ms.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
Senior Military Adviser to the United States Delegation to the United Nations General Assembly	(Rank) (full name) Senior Military Adviser United States Delegation to the United Nations General Assembly New York, NY 10016-xxxx	Dear (rank) (surname): Sincerely,

United States Representatives to the General Assembly of the United Nations

Economic and Social Council	Honorable (full name) United States Representative on the Economic and Social Council New York, NY 10016-xxxx	(Sir) (Madam): (formal) Dear (Mr.) (Mrs.) (Ms.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
United Nations Disarmament Commission	Honorable (full name) United States Representative on the Disarmament Commission New York, NY 10016-xxxx	(Sir) (Madam): (formal). Dear (Mr.) (Mrs.) (Ms.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
Trusteeship Council	Honorable (full name) United States Representative on the Trusteeship Council New York, NY 10016-xxxx	(Sir) (Madam): (formal). Dear (Mr.) (Mrs.) (Ms.) (surname): (informal). Very truly yours, (formal) Sincerely, (informal).

Table C–10
International Organizations—Continued

International Organizations		
Addressee	Address on letter and envelope	Salutation and complimentary close
Senior Representative of the United States to the General Assembly of the United Nations	Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations New York, NY 10016–xxxx	(Sir) (Madam): (formal). Dear (Mr.) (Mrs.) (Ms.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
Officials of the Organization of American States		
Secretary General of the Organization of American States	His Excellency (full name) Secretary General of the Organization of American States Pan American Union Washington, DC 20006–xxxx	Excellency: (formal) Dear (Mr.) (Madam) Secretary General: or Dear (Mr.) (Mrs.) (Ms.) (Dr.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
Assistant Secretary General of the Organization of American States	Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union Washington, DC 20006–xxxx	(Sir) (Madam): (formal) Dear (Mr.) (Mrs.) (Ms.) (Dr.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).
United States Representative on the Council of the Organization of American States	Honorable (full name) United States Representative on the Council of the Organization of American States Department of State Washington, DC 20520–xxxx	(Sir) (Madam): (formal). Dear (Mr.) (Mrs.) (Ms.) (Dr.) (surname): (informal). Very truly yours, (formal). Sincerely, (informal).

Notes:

Communications to the United Nations will be addressed to the United States Representative to the United Nations, through the Department of State. Exemptions, which are sent directly to the United States Representative, include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session).

Table C–11
Addressing Former Officials

Addressing Former Officials		
Addressee	Address on letter and envelope	Salutation and complimentary close
Former President	Honorable (full name) (Local address)	Dear Mr. President: Respectfully,
Former Vice President	Honorable (full name) (Local address)	Dear Mr. Vice President: Sincerely,
Former Member of the Cabinet addressed as “Secretary”	Honorable (full name) (Local address)	Dear (Mr.) (Madam) Secretary: Sincerely,
Former Postmaster General	Honorable (full name) (Local address)	Dear Mr. Postmaster General: Sincerely,
Former Attorney General	Honorable (full name) (Local address)	Dear Mr. Attorney General: Sincerely,
Former “Secretary” of military department	Honorable (full name) (Local address)	Dear (Mr.) (Mrs.) (Ms.) (surname) Sincerely,
Former Senator	Honorable (full name) (Local address)	Dear Senator (surname): Sincerely,
Former Representative	Honorable (full name) (Local address)	Dear (Mr.) (Mrs.) (Ms.) (surname) Sincerely,
Former Justice	Honorable (full name) (Local address)	Dear (Mr.) (Madam) Justice: Sincerely,
Former Judge	Honorable (full name) (Local address)	Dear Judge (surname): Sincerely,

Table C-11
Addressing Former Officials—Continued

Addressing Former Officials		
Addressee	Address on letter and envelope	Salutation and complimentary close
Former Governor of State	Honorable (full name) (Local address)	Dear Governor (surname): Sincerely,

Notes:

Address former presidents, vice presidents, justices of the Supreme Court, cabinet officers, service secretaries, and governors as indicated in this table. Address other former Federal officials, and former State, local, and foreign government officials who once held positions of distinction (for example, judges or mayors) by the titles of their former positions when the former official indicates in his or her communication or in the return address of his or her envelope that he or she still uses the title of his or her former position. In addition, address him or her by the title of his or her former position when the action official has knowledge that the addressee formerly held a distinctive position. Otherwise, treat the addressee as a private citizen.

Appendix D Model Authority Lines and Signature Blocks

D-1. Examples of authority lines and signature blocks

Figures D-1 through D-9 are examples of authority lines and signature blocks for military correspondence. See figure D-10 for examples of signature blocks for nonmilitary correspondence.

D-2. Abbreviated titles

Abbreviate long or two-line titles in a signature block on military correspondence only when the abbreviation agrees with AR 310-50 or an American standard dictionary. The fully abbreviated form of

signature blocks, as shown in figure D-12, should not be restricted to informal correspondence.

D-3. Unabbreviated titles

Titles in signature blocks that cannot be logically abbreviated may be typed on two lines or, if necessary, on three lines as shown in figure D-13.

D-4. NCO signature blocks

Examples of correctly prepared NCO signature blocks of official correspondence are shown in figure D-14.

JOHN RANCHER

Lieutenant General, USA

Commanding

Figure D-1. Signed by the commanding general of a command

R. L. SCOTT

Major General, GS

Chief of Staff

MATTHEW H. PACHOSA

Lieutenant Colonel, AG

Adjutant General

Figure D-2. Office of the commander signed by an authorized subordinate

J. I. THOMAS

Lieutenant General, USA

Figure D-3. Signed by the head of a HQDA staff agency

FOR THE CHIEF OF ENGINEERS:

F. H. Burton

Major, EN

Executive Officer

Figure D-4. Signed by an authorized representative of a HQDA staff agency

T. R. TRAVIS

Colonel, IN

Commanding

Figure D-5. Signed by the commanding officer of a unit, headquarters, or installation

FOR THE COMMANDER:

D. B. SMOKE
LTC, AG
Adjutant General

R. S. ELLIS
Major, AG
Assistant Adjutant General

FOR THE COMMANDER:

Arthur H. Brown
Major, FC
Chief, Personnel Division

JOHN D. BEY
CW3, USA
Chief, Systems Division

Figure D-6. Signed by an authorized representative of the commander of a unit, headquarters, or installation

FOR THE TRANSPORTATION OFFICER:

LUCY L. GRAVES
LTC, TC
Chief, Freight Division

FOR THE STAFF JUDGE ADVOCATE:

R. H. SMITH
LTC, JA

Figure D-7. Signed by an authorized representative for the head of a staff office or other official—Continued

Chief, Military Justice Branch

FOR THE FINANCE AND ACCOUNTING OFFICER:

N. L. LONG
Captain, FC
Deputy Finance and Accounting Officer

Figure D-7. Signed by an authorized representative for the head of a staff office or other official

ERIC E. TOLBERT
Chief, Civilian Personnel Division
DAVID B. SMOKE
Director, Research and Engineering
Directorate

Figure D-8. Signed by an authorized civilian, with or without an authority line

JOSEPH W. BROWN
123-45-6789
CPT, AR
Co B, 2/34 Armor

KENNETH WATSON
123-45-6789
CW2, USA
Co A, 2/34 Armor

Figure D-9. Signature of an officer writing as an individual (show name, social security number, grade, branch, and organization)

Richard D. Ames
Major General, U.S. Army
Commanding Officer

R. P. Barker
Colonel, U.S. Army
Chief of Staff

Nancy S. Bunk
Major, U.S. Army
Transportation Officer

Ronald F. Garth
Lieutenant General, U.S. Army
Deputy Chief of Staff for Personnel

Figure D-10. Examples of signature blocks for nonmilitary letters (show the name in upper and lower case letters, grade and branch spelled out, and organization)—Continued

J. R. Smith	John R. White, Jr.
Warrant Officer, U.S. Army	Major, U.S. Army Reserve
Chief, Signal Office	Assistant Adjutant General
Robert A. Williams	A. B. Seaman
Captain, U.S. Army	Director, Nuclear Testing
Assistant Adjutant General	and Accident Prevention

Figure D-10. Examples of signature blocks for nonmilitary letters (show the name in upper and lower case letters, grade and branch spelled out, and organization)

JOHN J. JONES	ROBERT T. BROWN
Colonel, USA Retired	Captain, AUS Retired (Hon)
F. A. SMITH	JOHN T. BROWN
Major, AUS	Colonel, USAR

(Note: There is no special signature block for retired civilians.)

Figure D-11. Signature blocks for retired military personnel

Long form	Abbreviated form
R. S. ROBERTS	R. S. ROBERTS
Lieutenant Colonel, GS	LTC, GS
Chief, Administrative Systems Division	Chief, Admin Sys Div
ROME D. SMITH	ROME D. SMITH
Colonel, GS	COL, GS
Director, Administrative Management	Dir, Admin Mgt

Figure D-12. Abbreviated titles

CLINTON R. CROW	A. B. SEAMAN
-----------------	--------------

Figure D-13. Unabbreviated titles—Continued

Master Warrant Officer, GS
Chief, Operational Testing and
Licensing Division

Colonel, IN
Assistant Inspector General for
Military Operations for Plans
and Procedures

MARTY T. RYAN

MICHAEL M. NEALY

Major, AG

Director, Nuclear Testing and
Accident Prevention Division

Chief, Minority Grievance, Review
and Inspection Board

Figure D-13. Unabbreviated titles

WILLIAM H. HAMMERSCHMIDT

KENNETH B. THOMAS

Command Sergeant Major, USA

1SG, USA

JOHN L. JONES

SAMUEL R. MANN

First Sergeant, USA

SFC, USA

Acting First Sergeant

RONALD L. STANLEY

HAROLD R. JACKSON

MSG, USA

SFC, USA

Operations Sergeant

Platoon Sergeant

BRYAN J. GRAMS

SFC, USA Retired

Figure D-14. NCO signature blocks

Appendix E Titles and Protocol Sequence

Figures E-1 through E-5 show the titles and protocol sequences for multiple-addressee correspondence within the office of the Secretary of Defense, the Secretary of the Army, and the Army staff.

SECRETARY OF DEFENSE
DEPUTY SECRETARY OF DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS ¹
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE ²
ASSISTANT SECRETARIES OF DEFENSE ³
GENERAL COUNSEL
INSPECTOR GENERAL
ASSISTANTS TO THE SECRETARY OF DEFENSE ⁴
DIRECTORS OF THE DEFENSE AGENCIES ⁵

Notes:

¹ When addressing memorandums to only two of the Secretaries of the Military Departments, list the individual Secretaries in the following order: (1) Secretary of the Army, (2) Secretary of the Navy, and (3) Secretary of the Air Force.

² Includes the Under Secretary of Defense for Policy and the Under Secretary of Defense for Acquisition.

³ Assistant Secretaries of the Defense include Command, Control, Communications and Intelligence; Comptroller, Development and Support; Force Management and Personnel; Health Affairs; International Security Affairs; International Security Policy; Legislative Affairs; Public Affairs; Production and Logistics; Research and Technology; and Reserve Affairs. When addressing memorandums to two or more but not all Assistant Secretaries of Defense, they should be listed separately, by title, in alphabetical order (for example, Comptroller, International Security Affairs, Public Affairs).

⁴ Assistants to the Secretary of Defense include in the following order: Assistants to the Secretary of Defense: The Executive Secretary; the Assistant to the Secretary of Defense(Atomic Energy); the Assistant to the Secretary of Defense(Intelligence Oversight); The Director for Operational Test and Evaluation; The Director for Program Analysis and Evaluation; Director for Net Assessment; The Deputy Under Secretaries of Defense; the Defense Advisor U.S. Mission to NATO; the Assistants to the Secretary and Deputy Secretary of Defense; The Director, Office of Small and Disadvantaged Business Utilization and the Protocol Officer for the Secretary of Defense; as well as other assistants that may be designated by the Secretary or Deputy Secretary of Defense.

⁵ Directors of the Defense agencies include the Directors of the Defense Advanced Research Projects Agency, Defense Communications Agency, Defense Contract Audit Agency, Defense Intelligence Agency, Defense Investigative Service, Defense Legal Services Agency, Defense Logistics Agency, Defense Mapping Agency, Defense Nuclear Agency, Defense Security Assistance Agency, and National Security Agency and Strategic Defense Initiative Organization.

note. When addressing memorandums to two or more but not all Director of Defense agencies, list separately, by title, in alphabetical order (for example Defense Audiovisual Agency, Defense Investigative Service, National Security Agency/Central Security Service). Similarly, when addressing memorandums to two or more but not all Directors of the Office of the Secretary of Defense field activities, list separately, by title, in alphabetical order (for example, American Forces Information Service, Civilian Health and Medical Program of the Uniformed Services Office (CHAMPUS), Defense Medical Support Activity, Department of Defense Dependents Schools, Office of Economic Adjustment, and Washington Headquarters Services).

Figure E-1. Office of the Secretary of Defense

SECRETARY OF THE ARMY
UNDER SECRETARY OF THE ARMY ¹
ASSISTANT SECRETARY OF THE ARMY (CIVIL WORKS) ²
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT) ²
ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND LOGISTICS) ²
ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS) ²
ASSISTANT SECRETARY OF THE ARMY (RESEARCH, DEVELOPMENT AND ACQUISITION) ²
GENERAL COUNSEL
ADMINISTRATIVE ASSISTANT
DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS
THE INSPECTOR GENERAL
THE AUDITOR GENERAL
DEPUTY UNDER SECRETARY OF THE ARMY
DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)
CHIEF OF LEGISLATIVE LIAISON
CHIEF OF PUBLIC AFFAIRS
DIRECTOR, OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
CHAIRMAN, RESERVE FORCES POLICY COMMITTEE

Notes:

¹ When the Vice Chief of Staff, Army (VCSA) or the Director of the Army Staff (DAS) is included in the distribution, the VCSA will follow the Under Secretary of the Army and the DAS will precede the Administrative Assistant.

² When addressed separately, list in alphabetical order-Civil Works; Installations and Logistics; Financial Management; Manpower and Reserve Affairs; and Research, Development, and Acquisition.

Figure E-2. Office of the Secretary of the Army

HEADS OF ARMY STAFF AGENCIES

Figure E-3. Distribution to the entire Army Staff

DEPUTY CHIEFS OF STAFF

Figure E-4. Distribution to the Army General Staff

DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
DEPUTY CHIEF OF STAFF FOR PERSONNEL
DEPUTY CHIEF OF STAFF FOR LOGISTICS
ASSISTANT CHIEFS OF STAFF
CHIEF OF ENGINEERS
THE SURGEON GENERAL
CHIEF OF CHAPLAINS
THE JUDGE ADVOCATE GENERAL
CHIEF, NATIONAL GUARD BUREAU
CHIEF, ARMY RESERVE

Figure E-5. Distribution to selected Army staff agency heads (Use collective titles, when appropriate. List individual addressees in the order shown.)

Appendix F Style Practices

Section I Capitalization

F–1. General

Problems of capitalization that most often arise in Army correspondence are covered in this section. Commonly used principles are briefly stated and supported by examples.

F–2. Titles of publications, documents, acts, and so forth

a. Capitalize all words in titles of publications and documents, except *a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or,* and *nor*.

Statutes at Large, Revised Statutes
District Code
Bancroft's History
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, but Senate bill 416
House Resolution 68, but House bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

b. Do not capitalize when used apart from titles or in a general sense.

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate
a committee resolution
a pact between nations
the treaty signed at Ghent

F–3. Titles used with names or titles standing for persons

a. Titles preceding names.

(1) Capitalize titles preceding proper names.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

(2) Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee
ambassador at large

b. Titles following names or titles used alone.

(1) Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

B. A. Rowland, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary, the Assistant Secretary, the Director, the

Chief, or the Assistant Chief

(2) Capitalize titles in the second person.

Your Excellency
Madam Chairman, Mr. Secretary

(3) Do not capitalize when used in a general sense, or when not indicating preeminence.

Burns Mason, president of the Potomac Railway; president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university.

Caleb Johnson, vice president of the Exchange; the vice president of SDA

secretaries of the military departments (part of the clerical staff), *but* Secretaries of the military departments (heads of Army, Navy, Air Force); the director, or chief, or assistant chief of the laboratory

Section II Compound Words

F–4. General

a. A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words to aid readability and correct pronunciation.

b. In this section, basic rules for compounding are given first, and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms.

F–5. Basic rules

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours
blood pressure
book value
census taker
day laborer
eye opener
fellow citizen
living costs
mountain laurel
palm oil
patent right
real estate
training ship
violin teacher

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

afterglow
bookkeeping
cupboard
forget-me-not
gentlemen
newsprint
right-of-way
whitewash

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness
footnoting

ill-advisedly
outlawry
praiseworthiness
railroader
X-rayer
Y-shaped

F-6. Solid compounds

a. When *any*, *every*, *no*, and *some* are combined with *body*, *thing*, and *where*, type as one word. Type as separate words *some one*, *every one*, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

anybody
anyone, *but*
any one thing
anything
anywhere
everybody
everything
everywhere
nobody
no one
nothing
nowhere
somebody
someone
something

b. Type as one word compound personal pronouns.

herself
himself
itself
myself
oneself
ourselves
themselves
yourself
yourselves

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast
north-northeast
southwest
south-southwest

F-7. Unit modifiers

a. Place a hyphen between words or abbreviations and words combined to form a unit modifier immediately preceding the word modified, except as shown in *b* below. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent increase
Baltimore-Washington road
drought-stricken area
English-speaking nation
Federal-State-local cooperation
guided-missile program
large-scale project
law-abiding citizen
long-term loan
lump-sum payment
multiple-purpose uses

U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power
child welfare plan
civil service examination
income tax form
land bank loan
life insurance company
parcel post delivery
per capita expenditure
real estate tax
social security pension
soil conservation measures
special delivery mail

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment
heavily laden ship
unusually well preserved specimen
very well defined usage
very well worth reading
not too distant future
often heard phrase *but*
ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept farm

d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

United States laws
Latin American countries
Red Cross nurse
Winston-Salem regional office
Swedish-American descent
Minneapolis-St. Paul region

e. Do not confuse a modifier with the word it modifies.

gallant soldier
average taxpayer *but*
income-tax payer
well-trained schoolteacher
wooden-shoe maker
tomato-canning factory
American flagship *but*
American-flag ship

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10-, and 16-foot boards
2- by 4-inch boards *but* 2 to 4 inches wide
moss- and ivy-covered walls *not* moss and ivy covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

ex officio member
per capita tax
per diem employee
prima facie evidence

h. Do not use a hyphen in a unit modifier which contains a letter or a number as its second element.

article 3 provisions
grade A eggs
point 4 program
ward D patients
strontium 90 effects

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

“blue sky” law
“good neighbor” policy
“tie-in” sale

F–8. Prefixes, suffixes, and combining forms

a. Type compounds which contain prefixes or suffixes as one word without a hyphen, except as shown in *b*, *c*, and *d* below. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes *co*, *de*, *pre*, *pro*, and *re*.

antedate
anti-inflation
biweekly
brass-smith
cooperation
deemphasis
extracurricular
homestead
Iverness-shire
micro-organisms
misstate
nationwide
northward
offset
preexisting
reenact
semi-independent
semiofficial
shell-like
thimble-eye
twofold
ultra-atomic

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum
co-op
non-civil-service position
re-sort (sort again)
re-treat (treat again)
un-ionized

c. Type with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor
ex-soldier
ex-trader
self-control
self-educated
quasi-academic
quasi-argument
quasi-corporation

quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab
pro-British
un-American
but
nongovernmental
overanglicize
transatlantic

F–9. Numerical compounds

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

7-hour day
6-footer
10-minute delay
3-week vacation
24-inch ruler
twenty-one
but
one hundred and twenty-one
100-odd
foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth
three-fourths of an inch
twenty-one thirty-seconds
twenty-three thirtieths
two one-thousandths
two-thirds

c. Spell out numbers one through nine. Use figures for numbers 10 and higher. Except when 2 or more numbers appear in a sentence and 1 of them is 10 or higher, then use figures for both numbers. Do not follow a number with its numeral in parentheses.

F–10. Improvised compounds

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course
know-how
know-it-all
let-George-do-it attitude
stick-in-the-mud

b. When the noun form is printed in separate words, always hyphenate the corresponding verb form.

blue-pencil
cold-shoulder
cross-brace

Section III Abbreviations

F–11. General Use of Abbreviations

a. Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, words will be written in full on first appearance followed

by the abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

b. This section lists abbreviations for names of states, for civil and military titles, and for a few other selected groups of words.

F-12. Capitals, hyphens, periods, and spacing

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviations, unless through usage the period is omitted. Allow no space after periods except when they follow the initials in names of persons.

c.o.d.
H.R. 116
A.B.
St.
a.m.
J. M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

HHS
TVA
DOD
ARC
AFL-CIO
USAF
USA
USN

F-13. Geographic terms

a. Abbreviate *United States* when preceding Government or the name of a Government organization, except in formal writing. Spell out *United States* when it is used as a noun or when it is used as an adjective in association with names of other countries.

U.S. Government
U.S. Congress
U.S. Department of Agriculture
U.S. monitor *Nantucket*
USS *Brooklyn* (note abbreviation for ship)
but
The climate of the United States
Britain, France, and United States
Governments

b. With the exceptions noted in *a* above, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. economy
U.S. attorney
U.S. attitude
but
foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

c. In other than formal writing, abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of states of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, and Utah). Do not abbreviate names of other insular possessions.

F-14. Addresses

a. Words in an address are spelled out in letters. Where brevity is required, these abbreviations following a name or a number may be

used in military correspondence.

St.—Street
Ft.—Fort (Spell out the word *Fort* in all correspondence when used with location name, see AR 310-50.)
Ave.—Avenue
Pl.—Place
Sq.—Square
Blvd.—Boulevard
Ter.—Terrace
Dr.—Drive
Ct.—Court
Bldg.—Building
NW.—Northwest
SW.—Southwest
NE.—Northeast
SE.—Southeast

b. Do not abbreviate *country*, *mount*, *point*, and *port*.

F-15. Parts of publications

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals. The single abbreviation indicates either the singular or plural of the abbreviated word. For example, para—paragraph, paragraphs.

app—appendix, appendices
art—article, articles
bul—bulletin, bulletins
chap—chapter, chapters
cl—clause, clauses
col—column, columns
fig—figure, figures
no.—number, numbers
p—page, pages
para—paragraph, paragraphs
pl—plate, plates
pt—part, parts
sec—section, sections
subchap—subchapter, subchapters
subpara—subparagraph, subparagraphs
subsec—subsection, subsections
suppl—supplement, supplements
vol—volume, volumes

F-16. Terms relating to Congress

Use the following abbreviations for the words *Congress* and *session* when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables:

82d Cong., 1st Sess.
1st sess., 82d Cong.
Public Law 64, 74th Cong.

F-17. Calendar divisions

a. When brevity is required, abbreviate the names of months when used with day, or year, or both.

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov

Dec

b. The names of days of the week are preferably not abbreviated. If they are, use the following forms.

Sun
Mon
Tue
Wed
Thu
Fri
Sat

F-18. Quotes

The following rules are recommended when including a quotation in the text:

a. *Long quotations.* If the quotation is extensive or more than two paragraphs long, use the word *QUOTE* at the beginning and the word *UNQUOTE* at the end of the quoted material. Place these words on separate lines from the quoted material to distinguish them and offset them from the information being quoted.

b. *Short quotations.* Use quotation marks before and after the quoted material. Always place the comma and final period inside the quotation marks. Place other punctuation inside only if they are part of the quoted material.

F-19. Word Division

Words should be divided only when necessary. When they must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in most dictionaries.

a. Words may be divided:

(1) After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical
sepa-rate not sep-arate
particu-lar not partic-ular
criti-cism not crit-icism

(2) Between the members of solid compounds.

rail-road
proof-reader

(3) At the hyphen in hyphenated compounds.

court-martial
above-mentioned

(4) Between adjoining vowels in separate syllables.

estu-ary
gene-a-logy
cre-ation

(5) After prefixes of three or more letters.

ante-date
tri-color
inter-leaving
trans-portion

(6) Before suffixes of three or more letters.

port-able
writ-ing

(7) After the second consonant of double consonants ending a root word, when followed by a suffix.

tell-ing
express-ing

(8) Between double consonants that are doubled because a suffix is added.

remit-ted
thin-ning

(9) After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress
progress (noun) prog-ress
project (verb) pro-ject
project (noun) proj-ect
stenographer (noun) stenog-rapher
stenographic (verb) steno-graphic

b. Do not divide words. Words will not be divided—

(1) At the ends of more than two consecutive lines.

(2) At the end of a line when the part begun there does not suggest the whole word.

counter-offense not coun-teroffense

(3) If five or fewer letters, even though containing more than one syllable.

avoid
begin
into
also
every
area

(4) Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia
proceeded
period

(5) Between a one- or two-letter initial syllable and the rest of the word.

identity
around
behavior

(6) At the end of a page or of a paragraph.

c. Do not separate closely related word units. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles and names. When it is necessary to divide a date the year may be carried over to the next line. When it is necessary to divide a proper name, the surname may be carried over to the next line. Do not separate figures, letters, or symbols from their accompanying words.

Appendix G Preparing NATO Correspondence

G-1. Purpose

This appendix prescribes the format for the preparation of North Atlantic Treaty Organization (NATO) correspondence. It is based on Standardization Agreement (STANAG) 2066, Format for Military Correspondence and Use of Abbreviations, and STANAG 1001, Standardization System of Displaying Days and Hours in Relation to an Operation or Exercise.

G-2. Mandatory compliance

The format for the preparation of NATO correspondence prescribed in this regulation is mandatory and no departure or deviation from this format is authorized.

G-3. General

a. Details of Standardization Agreement. The details for the STANAG 2066 and 1001 specify that the NATO Armed Forces will prepare military correspondence in accordance with the instructions contained in that Agreement. Military correspondence covered by the Agreement includes letters, memoranda, orders (except, Operation Orders and Administrative/Logistic Orders), reports, papers, but not message forms which are prescribed in Allied Communications Publications (ACP).

b. Optional procedures. Procedures concerning the preparation of correspondence which are not covered herein are optional with the originator of the correspondence.

c. Definitions. Military correspondence may be divided into three parts: heading, body, and close; most correspondence will have all three. For the purpose of explaining the instructions which follow, the three parts are defined as follows:

(1) The HEADING consists of all material above the first line of the body of the correspondence.

(2) The BODY is the substance of the correspondence as distinguished from the heading and close.

(3) The CLOSE is all material below the last line of the body.

d. Security classification. Security classification markings must be affixed in accordance with the regulations of the office preparing the correspondence.

e. Subject. Military correspondence can deal with many subjects; a military letter should deal with one subject only.

G-4. Heading

a. Contents. The heading of a letter must always contain, as a minimum (subject to security considerations), the following items: The complete name, address, and telephone number of the individual; command office or agency preparing the letter; date; identifying references; subject; addressee. The exact arrangement of these items is optional, but should be such that each item is readily identifiable. Correspondence other than letters will contain as many of these heading items as is appropriate for the type of correspondence.

b. Date. The date will contain the day, month, and year in that order. The month will be spelled out or abbreviated and not indicated by number, for example:

10 December 1971
10 Dec 71

c. Identifying reference. The identifying reference is a combination of letters and/or numbers assigned by the originator to facilitate future identification of the correspondence.

d. Subject. The subject is a brief statement of the general content of the correspondence.

e. Address. The addressee is the authority/individual for whom the correspondence is intended. In the case of multiple addressees, the term "See Distribution" may be used and the addressees shown elsewhere, or "Distribution List A" (or similar methods) may be

shown where a standard set of distribution lists is used by the headquarters of the originator.

G-5. Body

a. Paragraphing. If the body of the correspondence contains two or more paragraphs, they will be numbered in sequence throughout the paper. Subparagraphs, when used, will be identified by letters and numbers within each paragraph as in figure G-1.

1.

- a.
- b.
- (1)
- (2)
- (a)
- (b)

2.

Notes:

¹ Further subparagraphing, if required, should be in accordance with national or command practice.

² The degree of indentation for paragraphs and subparagraphs, including that used for second and subsequent lines, is optional.

Figure G-1. Paragraphs

When only one paragraph is used, it is not numbered, but its subparagraphs, if any, are identified as indicated above.

b. Parts, sections. Correspondence whose subjects are lengthy or require subdivision for clarity, may be divided into parts, sections, or similar subdivisions as desired by the originator, the subdivisions being identified by Roman numerals, Arabic numerals, or capital letters. When this is done, the actual paragraph numbering sequence should still be continuous throughout, to facilitate identification.

c. Group titles. Group headings may be used to head one or more paragraphs, which may or may not themselves be headed, relating to the same general subject. Group headings should be capitalized, underlined, and should not be numbered.

d. Paragraph and subparagraph headings. Where it is desirable to give a paragraph or subparagraph a heading, this heading will be printed in lower case letters (with the first letter of each major word capitalized), underlined, and placed in the first line of text.

G-6. Close

a. Contents. The close must always contain the signature block. The close will also contain a command or authority line when the signature block does not show the commander or authority by which the correspondence was issued.

b. Signature block. The signature block must always include a handwritten signature on the original, accompanied by the name and rank of the officer signing, typed, printed or affixed by means of a rubber stamp on the original and all the copies. When the signing authority is not the one mentioned in the head of the correspondence, the signature block should contain the words *for, by delegation*, or the equivalent.

G-7. Supplementary documents

a. Annexes. Supplementary documents which amplify or explain the parent document are called annexes. They are used when the inclusion of all the detail in the body of the document would make it cumbersome. Annexes should—

(1) Be introduced or referred to in the body of the correspondence.

(2) Be lettered consecutively in capitals in the order in which they appear in the text. A single annex is Annex A.

(3) Have their own subject headings.

b. Appendixes. Supplementary documents which amplify or explain annexes are called appendixes. They are used when the inclusion of all the detail in the annex would make it cumbersome. Appendixes should—

(1) Be referred to in the text of the present annex.

(2) Be numbered consecutively in arabic numerals in the order in which they appear in the text of the present annex, starting from one for each annex. A single appendix is Appendix A.

c. Enclosures. Supplementary documents which are complete in themselves and are forwarded with military correspondence are referred to as enclosures. Enclosures may have their own annexes and appendixes.

d. Listing and identification. Documents which supplement a piece of correspondence are to be listed and briefly identified under a separate item either in the head or the close. Annexes and appendixes should refer to the parent paper so they can be identified.

G-8. Tabulation

It is frequently necessary to present information, especially in supplementary documents, in tabular form. In order to facilitate precise reference to items in a table, and the insertion of amendments, lines and columns will be identified as follows:

a. Lines (or where appropriate, individual items containing more than one line) with a serial number (Arabic numeral) in the left-hand column. If serials need to be subdivided, sub-serials will be identified in the same way as sub-paragraphs.

b. Columns (including those containing the serial number) with lower-case letters in brackets, which should be on a separate line below the column heading. The column heading itself need not be repeated on subsequent pages.

G-9. References

References to other correspondence may be listed either in the heading or in the beginning of the body of correspondence. When it is necessary to make reference to another document, identification will be in sufficient detail to avoid possible confusion. When referring to military correspondence, the reference will contain the following information: office of origin, identifying reference, date, and subject of correspondence.

G-10. Extracts

Extracts from a document are identified by the original chapter, article, and paragraph numbers, as appropriate, but never by page numbers. When a document is translated or reprinted, the original chapter, article, and paragraph numbers are retained but the page numbers may be changed.

G-11. Specific points

Specific points in tables or diagrams may need to be amplified by notes. These are normally placed at the foot of the document (or other convenient place) under the heading "Notes:". They are numbered consecutively in arabic numerals, the series starting anew for each supplementary document. Attention is drawn to the relevant note by inserting the appropriate numeral in brackets immediately after the point.

G-12. Footnotes

Footnotes may also be used in the body of military correspondence, and are useful for cross references, or explanations which do not affect the substance of the paper. Lengthy footnotes should be avoided.

G-13. Abbreviations

a. Abbreviations are not normally used in military correspondence covered by this agreement if it is to be circulated between Allied Forces.

b. If the abbreviations are used, the word or words abbreviated are to be written in full on first appearance, followed by the appropriate abbreviation in parentheses. Abbreviations standing for combinations of words are written in capital letters without spaces or

punctuation. For example: Supreme Headquarters Allied Powers Europe (SHAPE).

c. Related documents dealing with abbreviations are as follows:

(1) AAP-1 contains the authorized short titles for NATO military commands and agencies.

(2) AAP-15 is a glossary of abbreviations in common use in NATO, but does not constitute an authority for their use. The procedure in paragraph 11 above must be followed when such abbreviations are used.

(3) Agreed national distinguishing letters for use by NATO Forces are contained in STANAG 1059.

d. The use of military abbreviations is not precluded in particular cases which may be authorized from time to time, not the use of abbreviations which are in common international use, for example, *mm*, *ft*, *kg*.

e. See also AR 310-50.

Glossary

Section I Abbreviations

ACP

Allied Communications Publications

ADP

automated data processing

AR

Army regulation

AUTOVON

automatic voice network

CF

copy furnished

CMT

comment

DA

Department of the Army

DAS

Director of the Army Staff

DF

Disposition Form

DISC4

Director of Information Systems for Command, Control, Communications, and Computers

DOD

Department of Defense

DTG

date time group

dupe

duplicate

FIM

Facing Identification Marks

FOIA

Freedom of Information Act

FOUO

For Official Use Only

GS

General Staff

HQDA

Headquarters, Department of the Army

memo

memorandum

MFR

Memorandum for Record

MOA

Memorandum of Agreement

MOM

military official mail

MOU

Memorandum of Understanding

MPSA

Military Postal Service Agency

NATO

North Atlantic Treaty Organization

OCR

optical character reader

OF

optional form

OMCO

Official Mail Control Officer

OSA

Office of the Secretary of the Army

OSD

Office of the Secretary of Defense

PAL

parcel airlift

POC

point of contact

P.S.

post script

SAB

subject as above

SAM

space available mail

SF

standard form

SSN

social security number

TDA

tables of distribution and allowance

TOE

table of organization and equipment

USPS

United States Postal Service

VCSA

Vice Chief of Staff, Army

ZIP

Zone Improvement Plan

Section II Terms

Comments

A reply or forwarding statement to a DF or form.

Correspondence

Includes all forms and formats contained in

this regulation and other special purpose correspondence or forms used in conducting Army business. The correspondence may be produced, reproduced, or transmitted manually, electronically, or by magnetic media. Military correspondence consists of certain letters, memorandums, DFs, and other approved forms. Letters sent outside of Department of Defense and to individuals are considered non-military correspondence.

DA Form 2496 (Disposition Form)

A form and format used throughout the Army. The DF is both a formal and informal means of communication. It is commonly used for personnel actions initiated by military personnel for which no other form is prescribed. The DF may also be used for certain appointments (see DA Pam 600-8); and to forward other forms through channels.

Endorsement

A consecutively numbered reply or forwarding statement to a memorandum. An endorsement, once prepared, becomes an integral part of the memorandum.

Flats

An envelope that is larger than 5¾ by 11½ inches (letter size) is a "flat."

Form letter

Any of the following, when printed and stocked for recurring use:

- a. A letter.
- b. An endorsement.
- c. A memorandum.
- d. A Disposition Form when additional information is overprinted on the form.
- e. A postcard containing printed information. Does not include postcard assigned a form number.

Guide or pattern letter

A letter or part of a letter, used as a model or draft from which a letter or a part of a letter is typed when needed. When consisting of one or more paragraphs, which are used individually or in combination, guide letters are sometimes referred to as "stock paragraphs."

Letter

A format used for official business with non-DOD civilians, military and individual DOD civilians addressed by name, any civilian agency, and other Government agency officials including State and local. This format may also be used for official personal correspondence and letters of welcome.

Memorandum

A format for corresponding within and between activities of HQDA; between HQDA and other major commands; within and between major commands; to Department of Defense and Department of Defense activities; and correspondence to the other military services unless another format is specified or required. The memorandum may be used for notification of personnel actions, military or

civilian, to show appreciation or commendation for DA employees, and for forwarding non-transmitting forms, as an enclosure or attachment, outside the installation or command. Formal memorandums are used for correspondence which will be sent outside the headquarters; the command, the installation, or similar identifiable organizational elements. The informal memorandum will be used for correspondence which is internal to the headquarters, command, or similarly identifiable organizational elements.

Memorandum of Agreement (MOA)

A prescribed format for documenting mutually agreed to commitments.

Memorandum for Record (MFR)

A prescribed format used to furnish information not requiring action.

Memorandum of Understanding (MOU)

A prescribed format for documenting mutually agreed to statements of facts, intentions, and procedures, and parameters for future actions and matters of coordination.

Section III

Special Abbreviations and Terms

There are no special terms.

Index

Abbreviations, Glossary:

- Branch, 7-4
- Expression of dates, 1-32
- Grade/Rank, 7-4
- Identifying in correspondence, 1-21
- States, 6-10
- Territories, 6-18
- Use in memorandums, 1-21
- Use in letters, 1-21

Acknowledgment of receipt, 1-19

Acronyms, 1-22

Addresses

- Content, 6-18
- Envelope, 6-18
- Exclusive For, 1-19
- Form, 6-9
- Forms of. Appendix C
- To the Commander of, 6-19

Addressing, 1-35

Addressing former officials. Appendix

Adjutants, 7-1

Adding enclosures, 5-2

Agreement, Memorandum of (figs 2-23 and 2-24), 2-10

ALARACT, 1-20

Attachments, 5-2

Attention line (fig 2-4)

Authority-delegation of signature, 7-1

Authority line, 1-37, 7-2

Automatic voice network (AUTOVON), 1-7

Branch abbreviations, 7-4

Block, signature, 7-4

Capitalization, F-1

Channels:

- Command, 1-11
- Rerouting communications through technical, 1-11

Classified correspondence, marking, 1-29, 1-36, (figs 9-1 through 9-9)

Comments, Command, use of, 7-4,3-2

- Communications, Individual (figs 3-12 and 3-13)
- Direct, 1-10
- Methods, 1-7
- Prompt release, 1-15
- Routing through channels, 1-11
- Routing through intelligence channels, 1-11

Complimentary close, 1-38, 4-36

Compound words, F-4

Congressional Cover Sheet, 8-7

Continuations:

- Disposition Form (fig 3-2)
- Memorandum (fig 2-2)
- Letter (fig 4-2)

Coordination action, 1-8

Copies:

- Courtesy, 1-28
- Furnished, 1-28
- Information, 1-28
- Reading File Copy, 1-28
- Record, 1-28
- Stationery used, 1-24

Corrections in ink, 1-13

Correspondence:

- Assembly (fig 5-2 and 5-3)
- Classified, 1-29

- Controlling errors, 1-40
- Controlling quality, 1-42
- Definitions, Glossary Draft, 1-13
- Exclusive For, 1-19
- Fastening, 6-13
- Folding, 6-13
- Name of writer on, 1-30
- Personal For, 1-19
- Quality, 1-12
- References, 1-36
- Reviewing of outgoing, 1-14
- Rewriting and retyping 1-13
- Signing, 1-15

Courtesy copies, 1-28

Cover Sheet-Expedite, 8-8.

Date:

- Abbreviations, 1-32
- Expression, 1-32
- Stamp in ink, 1-26
- Suspense (figs 2-1 through 2-17, and 3-1), 1-9
- Letters, 1-32

Definitions:

- Attachments, 5-2
- Classified correspondence, 1-29
- Comment, Glossary, 3-2
- Correspondence, Glossary
- Disposition Form (DA Form 2496), 3-1, Glossary
- Exclusive For correspondence, 1-19
- Enclosures, 5-2
- Endorsements, 2-6

Delay Notice—DA Form 209, 1-9,8-3

Delegation of signature authority, 7-1

Direct communications, 1-10

Disposition Form—DA Form 2496 (figs 3-1 through 3-13)

- Comments, 3-2
- Format, 3-2
- Use, 3-1

Dissemination of command instructions, 1-20

Distribution formulas, 1-44

Drafts, 1-24

Enclosures, 5-2

- Adding, 5-2
- Identification, 5-2
- Methods of listing, 5-2
- Tabbing, 5-3
- Use, 5-2
- Withdrawing 5-3

Endorsements (figs 2-16 through 2-22)

- General, 2-6
- Use, 2-7
- Format, 2-8
- Same page, 2-9

Envelopes, 6-1

- Existing supplies, 6-2
- Exclusive For, 1-19
- Messenger, 6-6.
- Position of address, 6-7
- Return address, 6-9
- Selection of, 6-4
- Size, 6-3
- To avoid, 6-5

Expedite Cover Sheet—DA Label 115, 8-8

Fastening correspondence, 6-13

Follow-up inquiry, 1-9

Follow-up Notice DA Form 209, 1-9,8-3

Former officials-addressing, C-12

Forms. Appendix A

- DA Form 187, Mail Notice, 8-5
- DA Form 200, Transmittal Record, 1-17, 8-12
- DA Form 209, Delay, Referral, or Follow-Up Notice, 1-9, 8-3
- DA Form 1222, Routing Slip, 8-2
- DA Form 2445, Correspondence Control Record, 8-10
- DA Form 2 496, Disposition Form, 3-1
- OF 27, 2-Way Memo, 8-11
- OF 41, Routing and Transmittal Slip, 8-2
- OF 271, Conversation Record, 8-6
- SF 63, Memorandum of Call, 8-4
- SF 65, Messenger Envelopes, 8-13

Form letters, 1-18

Formulas, distribution, 1-44

Grade abbreviations, 7-4

Guide letters, 1-18

Identification of originating officer, 1-31

Identification of writer, 1-30

Identifying enclosures/attachments, 1-45

Indentation of paragraphs:

- Endorsements (fig 2-17)
- Letters (figs 4-1 through 4-6)
- Memorandums (fig 2-1)

Information copies, 1-28

Ink:

- Color, 1-26
- Correction, 1-13
- Date stamp, 1-32
- Security classification (chap 9), 1-29
- Signing communications, 1-26

Intelligence channels, 1-11

Interim reply, 1-9

In Turn addressing:

- Disposition Form (figs 3-9 through 3-11)

Labels, DA. Appendix A

- Congressional Cover Sheet, DA Label, 113,8-7
- Expedite Cover Sheet, DA Label 115, 8-8
- Signature or Initials Marker, DA Label 116, 8-9

Letterhead stationery. Appendix B

- Authorized use, B-2
- Computer generated, B-2
- Exceptions, B-2
- Made obsolete by changes, B-2
- Marking, slogans, printed on, B-2
- Reply to Attention of, use of, B-2 Size, B-2
- Stamped, B-2
- Suspense dates, printed on, B-2
- Telephone numbers, use on, B-2
- Typed, B-2
- Word processor-generated, B-2

Letters (figs 4-1 through 4-6)

- Form and guide, 1-18
- Preparing (chap 4)
- General, 4-1
- Use, 4-2
- Type styles, 4-3
- Response phrases, 4-4
- Abbreviations, 4-5
- Appropriate replies and responses, 4-6
- General rules, 4-7
- Paper, 4-7
- Original pages, 4-7

Copies, 4-7
 Margins, 4-7
 Addressing, 4-7
 Points of Contact, 4-7
 Format, 4-8
 Heading, 4-8
 Reply to Attention Of line, 4-8
 Subject line, 4-8
 Addresses, 4-8
 Salutation, 4-8
 Body (text), 4-8
 Closing, 4-8
 Complimentary close, 4-8
 Signature block, 4-8
 Enclosures or attachments, 4-8
 Copy furnished, 4-8
 One paragraph (fig 4-4)

Mail Notice, DA Form 187, 8-5. Appendix A
Mail, preparing, 6-14
Margins:
 Disposition Form (fig 3-1)
 Letter (fig 4-1)
 Memorandum (Fig 2-1)

Marker-Signature, DA Label 116, 8-9. Appendix A
Memorandum:
 Use, 2-2
 General rules, 2-3
 Paper, 2-3
 Original pages, 2-3
 Copies, 2-3
 Dates, 2-3
 Margins, 2-3
 Type styles, 2-3
 Underscoring, 2-3
 Spacing, 2-3
 Number of pages, 2-3
 Abbreviations, 2-3
 Brevity codes, 2-3
 Acronyms, 2-3
 Signature blocks, 2-3
 Format, 2-4
 Heading, 2-4
 Office/reference symbol, 2-4
 Suspense date, 2-4
 MEMORANDUM FOR line, 2-4
 Single addressed, 2-4
 Multiple addressed, 2-4
 See Distribution, 2-4
 THRU, 2-4
 Subject line, 2-4
 Text, 2-4
 Spacing, 2-4
 Indentions, 2-4
 Numbering paragraphs, 2-4
 Number of pages, 2-5

Memorandum of Call (SF 63), 8-4. Appendix A
Memorandum for Record (fig 2-25), 2-11
Memorandum of Understanding/Agreement (figs 2-23) and 2-24), 2-10
Messenger envelopes, 6-6, 8-13. Appendix A
Name of writer, 1-30
Numbering pages, 1-41
 Letters (fig 4-2)
 Memorandums (fig 2-2)

Numbering of paragraphs, (figs 2-1 and 4-1), 1-41
Objectives, 1-6
Office symbol, 1-31
Officials, addressing former, C-12
Original pages, 1-24
''P'' Promotable, use of, 2-3,7-5
Page numbering, 1-41
 Letters (fig 4-2)
 Memorandums (fig 2-2)

Paper, standard size, 1-24
Paper, use of one side, 1-27
Paragraph numbering (figs 2-1 and 4-1), 1-41
Personal For correspondence, 1-19
Postage, received with incoming correspondence, 6-12
Postscripts, 1-40
Prefixes, F-8
Prompt signature and release, 1-15
Protocol sequence. Appendix E
Quality Control, 1-42
Quality of writing, 1-12
References to:
 Comments, 1-36
 Correspondence, 1-36
 Endorsements, 1-36
 Meetings, 1-36
 Messages, 1-36
 Publications, 1-36
 Required and Related. Appendix A
 Symbols, reference, 1-36
 Telephone conversations, 1-36

Referral Notice, DA Form 209, 1-9. Appendix A
Referral reply, 1-9
Reply:
 Interim, 1-9
 Prompt, 1-9
 Referral, 1-9
 Tracer, 1-9

Responsibilities for authentication, 7-2
Responsibilities for program implementation, 1-4
Restrictions to the required action, 1-5
Return address, 6-9
Retyping correspondence, 1-13
Review of outgoing correspondence, 1-14
Rewriting of correspondence, 1-13
Routing and Transmittal Slip, OF 41,8-2. Appendix A
Routing communications through channels, 1-11
Routing Slip, DA Form 1222,8-2. Appendix A
Salutation, 4-8. Appendix C
See Distribution:
 Disposition Form (fig 3-6)
 Memorandum (figs 2-9, 2-10)

Signature:
 Block, 7-4
 Civilian personnel, 7-4, 7-8
 Contract surgeons, 7-8
 Delegation of authority, 7-1
 Examples. Appendix D
 Facsimile, 7-10
 ''FOR'', 7-2

Form, 7-4
 Level, 7-1
 Markers, DA Label 116, 8-9.
 Letters, 4-8
 Omission, 2-4, 7-4
 Personnel on active duty, 7-5
 Placement, 7-4,
 Prompt, 1-15
 ''P'' Promotable, use of, 2-3,7-5
 Reserve personnel not on active duty, 7-7
 Retired military personnel, 7-6
 Subordinates, 7-9
 Academic degrees, religious and fraternal orders, use of, 2-3, 7-4
 ''DAC,'' use of by civilians, 7-4

Slogans, B-2
Social Security numbers, use 2-4
Stamped letterhead, B-2
Stationery size, 1-24, B-2
Style type, 1-25, 2-3,4-3, B-2
Subparagraphing
 Letter (fig 4-4), 4-8
 Memorandum (fig 2-2)

Suffixes, F-8
Suspense date, 1-9
Symbols, office, 1-31
 Letter (fig 4-3)
 Disposition Form (fig 3-1)
 Memorandum, 2-5 (fig 2-1)

Tabbing correspondence (fig 5-1), 5-4
Technical channels, 1-11
Telephone use, 1-8
Terms, explanation of, Glossary
THRU addresses:
 Disposition Form (fig 3-7)
 Endorsement (fig 2-21)
 Memorandum (fig 2-11)

Time:
 Army official, 1-33
 Civil, 1-33

Tissue stationary, 1-24
Transmittal letters, 1-17
Transmittal records, 1-17
Typed letterhead. Appendix B
Type styles, 1-25
 Letters, 4-3
 Memorandums, 2-3

Underscoring, 1-43
Understanding, Memorandum of (figs 2-23 and 2-24), 2-10
Withdrawing enclosures, 5-2
Writing, Section IV, ch 1
 Goal, 1-47
 Standards, 1-48
 Changing the style, 1-49
 Construction, 1-50
 Changing the pattern, 1-51
 Achieving the standards, 1-52

Year, expression of, 1-32
ZIP Code, 1-46, B-2

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